



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, October 26, 2021, 7:00 P.M.

Regular meeting of the City of Baraboo Common Council, Mayor Nelson presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: City Administrator Bradley, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Ostrander, Fire Chief Stieve, EMS Chief Johnson, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (*Voice Vote*): October 12, 2021

4. **APPROVAL OF AGENDA** (*Voice Vote*)

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **PRESENTATIONS** – *None Scheduled.*

7. **PUBLIC HEARINGS** – *None Scheduled.*

8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

9. **MAYOR'S BUSINESS**

- The quickest and easiest way to see the COVID-19 data affecting Sauk County is by visiting this website: <https://coviddata-saukpublichealth.hub.arcgis.com/>
- City wide Trick-or-Treating will be held on Sunday, October 31 4PM to 7PM.

10. **ORDINANCES ON 2ND READING**

SRO-1...Consider amending §29.13 of the Baraboo Municipal Code to allow chickens to be raised in an educational setting.

11. **CONSENT AGENDA** (*Roll Call*)

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

CA-2... Approve the appointment of Jennifer Culotta to fill the unexpired term of Laura Walczak to the Baraboo Economic Development Commission expiring on February 28, 2022.

CA-3...Approve the 3rd Qtr. 2021 Budget Amendments.

12. **NEW BUSINESS – RESOLUTIONS**

NBR-1... Consider approving agreement with HealthEquity for administration of Flexible Spending Plan. (*Zeman/Ostrander*)

NBR-2... Consider approving the proposed revisions to the City's COVID-19 Policy regarding recreation programs. (*Bradley*)

NBR-3...Consider authorizing the Fire Chief or City Administrator to sign an agreement for Warning System Annual Inspection and Preventative Maintenance with Emergency Communication Systems. *(Stieve)*

NBR-4...Consider approving the 2022 allocation of Alma Waite available funds among applicants. *(Ostrander)*

NBR-5...Consider authorizing Fire Chief to expend up to \$400,000 on a Freightliner/Marion Mobile Water Supply Apparatus (Tender). *(Stieve)*

13. **NEW BUSINESS ORDINANCES**

NBO-1...Consider revising §7.02(2)(b)2 to provide for No Parking Any Time on the east side of Draper Street extending south of Algonquin from the intersection to a point 35 feet south of the crosswalk and No Parking Any Time on the south side of 2nd Street extending west of the intersection of Rosaline Street to a point 50 feet west of the crosswalk. *(Motion to waive 2nd reading of ordinance)*

(Note: To waive a second reading of this Ordinance, a motion to suspend the Council Rules as permitted by Section 2.04(20), Baraboo Municipal Code, must first be made. This motion requires a 2/3 vote. If the motion passes, a new motion can then be made to Waive the Second Reading of the Ordinance. If this motion passes, then the Second Reading is waived and the Ordinance will be passed on the vote taken at today's meeting).

14. **COMMITTEE OF THE WHOLE**

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the 2022 Budget. *(Roll Call)*

Moved by _____, seconded by _____, to rise and report from Committee of the Whole and return to regular session. *(Roll Call)*

15. **ADMINISTRATOR AND COUNCIL COMMENTS** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

16. **REPORTS, PETITIONS, AND CORRESPONDENCE** The City acknowledges receipt and distribution of the following:

- **Reports:** September 2021 – Treasurer, Fire Dept.
3rd Qtr. 2021 Taxi Financial Statement
3rd Qtr. 2021 City Financial Statements

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....	10-12-2021	BEDC.....	09-02-2021
UW Campus.....	9-16-2021	Plan.....	09-14-2021

Copies of these meeting minutes are on file in the Clerk's office:

Public Arts.....	8-26-2021	CDA.....	9-7-2021
Bicycle Advisory.....	9-16-2021, 9-23-2021	PFC.....	8-16-2021, 9-20-2021

Petitions and Correspondence Being Referred: Correspondence regarding ATV Route in City of Baraboo.

17. **CLOSED SESSION**

Moved by _____, seconded by _____, to go into Closed Session. The Mayor will announce that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stat., to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. *(Pre-Development Agreement)*

18. **OPEN SESSION**

Moved by _____, seconded by _____, to return to Open Session. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

NBR-6... Authorize the City Administrator and City Clerk to execute a Pre-Development Agreement with_____, at _____. (Bradley)

19. **ADJOURNMENT** (*Voice Vote*)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
	Public Safety	Finance Council	Ambulance	Public Arts Emergency Mgt		
31	1	2	3	4	5	6

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	Administrative	CDA		BEDC		
7	8	9	10	11	12	13
	Park & Rec	Finance Council		Veterans Day		
14	15	16	17	18	19	20
	SCDC PFC	Plan Library	BID	Em. Mgmt. Public Arts UW Campus		
21	22	23	24	25	26	27
		Finance Council	Ambulance	Thanksgiving Day City Offices CLOSED	Thanksgiving Holiday City Offices CLOSED	
28	29	30	1	2	3	4
	Public Safety					

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 12, 2021 – 7:00 p.m.**

Mayor Nelson called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Bradley, M. Hardy, J. Ostrander, L. Laux, K. Stieve, T. Pinion, D. Brett Williamson, Lacey Howard, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Wedekind and carried to approve the minutes of September 28, 2021.

Moved by Petty, seconded by Kent and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled.

PUBLIC HEARINGS

The Mayor announced that this is the published date and time to hear public comment concerning the revised ward and aldermanic district boundaries.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The quickest and easiest way to see the COVID-19 data affecting Sauk County is by visiting this website: <https://coviddata-saukpublichealth.hub.arcgis.com/>
- There is currently a vacancy on the Baraboo Economic Development Commission. Please send any suggestions to Mayor Nelson.

CONSENT AGENDA

Resolution No. 21-79

THAT the Accounts Payable, in the amount of \$417,369.15 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 21-80

That Trick-or-Treat hours be set on Sunday, October 31, 2021 between the hours of 4:00 PM to 7:00 PM.

Moved by Wedekind, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 21-81

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to issue the following Class “B” Liquor License:

- 608 Axe Throwing

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 21-81** be approved-9 ayes.

Resolution No. 21-82

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Lacey Howard allowing her to keep three dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Ms. Howard to remain in compliance with §29.11 of the Baraboo Municipal Code for the duration of the time the three dogs are kept in her residence.

Moved by Thurow, seconded by Petty and carried that **Resolution No. 21-82** be approved-9 ayes.

Resolution No. 21-83

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2022 Parks, Recreation and Forestry Department Fees and Charges Schedule as recommended by the Parks and Recreation Commission be approved as presented.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 21-83** be approved-9 ayes.

Resolution No. 21-84

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2022 Parks, Recreation and Forestry Department Seasonal Wage Schedule as recommended by the Parks and Recreation Commission be approved as presented.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 21-84** be approved-9 ayes.

Resolution No. 21-85

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Baraboo Thunderbird Hockey Association lease for use of the Pierce Park Pavilion be approved for the 6-month term of October 15, 2021-April 14, 2022.

Moved by Wedekind, seconded by Thurow and carried that **Resolution No. 21-85** be approved-9 ayes.

Resolution No. 21-86

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2022 Boys and Girls Club of Baraboo/Sauk County lease of parts of the Civic Center be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission

Moved by Petty, seconded by Kolb and carried that **Resolution No. 21-86** be approved-9 ayes.

Resolution No. 21-87

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2022 BASCO lease of 2 rooms of the Civic Center to be used as a senior center and office space be approved with an 80% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 21-87** be approved-9 ayes.

Resolution No. 21-88

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the 2022 Stage III lease of several rooms of the Civic Center to be used as a youth theater and storage be approved with a 50% discount of standard lease rates charged as recommended by the Parks and Recreation Commission.

Moved by Wedekind, seconded by Kent and carried that **Resolution No. 21-88** be approved-9 ayes.

Resolution No. 21-89

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the acting City Attorney is hereby authorized to register the City with the national settlement class action litigation to begin exploration of whether to opt-in to the settlement and to receive and review information relevant to that decision.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 21-89** be approved-9 ayes.

Resolution No. 21-90

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, the United States Congress has allocated \$1,273,292 to the City of Baraboo through the Coronavirus State and Local Fiscal Recovery Funds,

WHEREAS, eligible uses of these funds include Revenue replacement for the provision of government services, COVID-19 expenditures or negative economic impacts of COVID-19, Premium pay for essential workers or Investment in water, sewer and broadband infrastructure,

WHEREAS, of December 2020, the City of Baraboo has not incurred a revenue loss associated with COVID 19 therefore not eligible to utilize the funds under the Revenue replacement provision,

WHEREAS, the City shall commit to use \$1,000,000 to defray the cost of Water and Sewer infrastructure at the 1606 8th Street Development Project,

WHEREAS, committing to this usage falls under the authorized Water and Sewer use of the Coronavirus State and Local Fiscal Funds as defined by the Final Interim rule by the US Department of the Treasury and will reduce the projected life of TID 12 by two to three years, resulting in interest savings over \$700,000 and saving \$135,000 in bond issuance costs,

WHEREAS, the City shall commit to use up to \$109,000 to purchase and install 22 portable and 5 mobile radios along with the associated install fees and 5 headset adapters,

WHEREAS, committing to this usage falls under the COVID-19 response, technology for first responders,

NOW, THEREFORE BE IT RESOLVED, the City of Baraboo Common Council hereby authorizes City Administrator to expend these funds for these purposes.

BE IT FURTHER RESOLVED, the funds remaining shall be held and used for any COVID-19 related expenditure as needed for the operation of the city. At a future date the City Administrator shall bring forward a proposal for the utilization of the remaining funds in accordance with Treasury

Department's Interim final rule.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 21-90** be approved-9 ayes.

NEW BUSINESS – ORDINANCES

Moved by Wedekind, seconded by Kolb and carried unanimously to approve suspending the Council Rules as permitted by Section 2.04(20) of the Baraboo Municipal Code.

Moved by Petty, seconded by Ellington and carried unanimously to waive the second reading of Ordinance No. 2580.

Moved by Ellington, seconded by Thurow and carried unanimously to approve the 1st reading of **Ordinance No. 2580** repealing and recreating §1.50, 1.51, and 1.52, relating to the adjustment of election ward boundaries, aldermanic district boundaries, and county supervisory district boundaries.

Whereas the City of Baraboo is required by §62.08(1), Wis. Stats., to redistrict the boundaries of its wards and aldermanic districts within 60 days of Sauk County adopting its tentative county supervisor district plan; and

Whereas the populations of the Wards are as follows:

Ward 1	668	Ward 2	676	Ward 3	248
Ward 4	1,190	Ward 5	292	Ward 6	1,168
Ward 7	983	Ward 8	418	Ward 9	1,434
Ward 10	565	Ward 11	538	Ward 12	226
Ward 13	1,372	Ward 14	1,430	Ward 15	1,348

Whereas the City of Baraboo must provide a Class 2 Notice under Chapter 985, Stat., prior to its consider and adoption of its redistricting plan, and such notice has been published according to law;

Now Therefore,

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Sections 1.50, 1.51, and 1.52, Code of Ordinances, are hereby repealed and recreated as follows:

1.50 WARD BOUNDARIES. Pursuant to §5.15, Wis. Stats., the City is hereby divided into 15 wards. The boundaries of each ward are hereby established as set forth on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference.

1.51 ALDERMANIC DISTRICTS. THE City is hereby divided into nine Aldermanic Districts, comprised from the 15 Wards, as shown on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference, and is described in §1.50 of this subchapter as follows:

- (1) FIRST ALDERMANIC DISTRICT. Wards 1 and 2
- (2) SECOND ALDERMANIC DISTRICT. Wards 3 and 4
- (3) THIRD ALDERMANIC DISTRICT. Wards 5 and 6
- (4) FOURTH ADLERMANIC DISTRICT. Wards 7 and 8
- (5) FIFTH ALDERMANIC DISTRICT. Ward 9
- (6) SIXTH ALDERMANIC DISTRICT. Wards 10, 11, and 12
- (7) SEVENTH ALDERMANIC DISTRICT. Ward 13

- (8) EIGHTH ALDERMANIC DISTRICT. Ward 14
- (9) NINTH ADLERMANIC DISTRICT. Ward 15

1.52 COUNTY SUPERVISORY DISTRICTS. The City is hereby divided into six County Supervisory Districts, comprised from the 15 wards as shown on the Official City Map Designating Ward Boundaries dated September 27, 2021, which is on file in the Office of the City Clerk and is incorporated herein by reference, and as described in §1.50 of this subchapter as follows:

- (1) FOURTEENTH COUNTY SUPERVISORY DISTRICT. Wards 8, 9, and 12
- (2) FIFTEENTH COUNTY SUPERVISORY DISTRICT. Wards 11 and 13
- (3) SIXTEENTH COUNTY SUPERVISORY DISTRICT. Wards 2 and 14
- (4) SEVENTEENTH COUNTY SUPERVISORY DISTRICT. Wards 3, 10, and 15
- (5) EIGHTEENTH COUNTY SUPERVISORY DISTRICT. Wards 1, 4, and 5
- (6) NINETEENTH COUNTY SUPERVISORY DISTRICT. Wards 6 and 7

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Thurow, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2581** amending Section 29.13 of the Baraboo Municipal Code as follows:

29.13 CHICKEN PERMIT. (1854 02/17/96, 2312 07/28/09)

(1) PERMIT REQUIRED.

a. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the owner of the premises has been issued a permit by the City Clerk. Chickens may be raised for educational purposes on property owned by a school provided the school has been issued a permit by the City Clerk. Chickens raised on school property must be maintained as part of the educational programming for that property. The permit application must include contact information of the school official(s) (at any time) for any issues which may arise related to the chickens.

b. Upon receipt of a completed permit application, other than a renewal application pursuant to Par. (3), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.

c. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, where the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the permit application so long as the following are satisfied:

i. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.

ii. The applicant does not have a history of noncompliance with this ordinance, or, if there is a history of noncompliance, the applicant has provided sufficient proof that such non-compliance will not continue.

iii. The coop and run have been inspected by the humane officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.

iv. The applicant has no prior convictions for animal cruelty or related offenses.

v. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a 29-8 forfeiture resulting from a violation of any ordinance of the City.

d. If no objection is received, the City Clerk shall issue the permit so long as the following are satisfied:

i. The applicant does not have a history of noncompliance with this ordinance or, if there is a history of noncompliance, the applicant has provided sufficient proof that such non-compliance will not continue.

ii. The coop and run have been inspected by the City Humane officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.

iii. The applicant has no prior convictions for animal cruelty or similar offenses.

iv. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.

(2) PARCEL, COOP AND RUN REQUIREMENTS.

a. Chicken coops and runs shall not be located closer than 10 feet to any lot line and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.

b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling, or be an educational setting. In addition, all contiguous properties to the lot upon which the chickens are raised shall contain only a single-family or two-family dwelling. If the contiguous properties are also owned by the School District applying for the permit, the single-family or two-family dwelling restriction does not apply.

c. A zero lot line duplex is not qualified to have chickens.

d. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken.

e. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained.

f. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.

g. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.

h. Chickens shall be kept in the covered coop or in the fenced run at all times.

i. Chickens maintained in an educational setting must be protected from harassing behavior by students or others at all times, including when the school is not in session. A second fencing beyond

the coop, 6 foot high, sufficient to ensure the protection of the foul is required. The permit holder must provide a contact number for emergency response at any time the permit is in place.

(3) CHICKEN CARE REQUIREMENTS.

- a. Chickens shall not be allowed inside of a residence.
- b. Chickens may only be raised on the property of the owner, or if a tenant, with the written consent of the owner or in an educational setting with approval from a School Board.
- c. Roosters and crowing cockerels shall not be kept.
- d. No more than six chickens may be maintained on any parcel.
- e. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
- f. The standards and requirements of § 29.27 of this Code shall fully apply to the keeping of chickens.

(4) PERMIT TERM.

All permits shall expire on June 30 of every odd numbered year.

(5) PERMIT RENEWAL.

Current permit holders may apply for a renewal license no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the 29-9 issuance of a renewal permit, the humane officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to apply for a new license.

(6) REVOCATION.

In the event a permit holder accumulates three violations of this ordinance within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a final determination on the revocation based on whether there are validated complaint(s) investigated by the Baraboo Police Department.

(7) REAPPLICATION.

The denial, nonrenewal or revocation of a permit shall not preclude an applicant from reapplying for a permit at any time in the future.

(8) NON-TRANSFERRABLE. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall be revoked by the City Clerk.

2. This Ordinance shall take effect upon passage and publication as provided by law.

COMMITTEE OF THE WHOLE

Moved by Petty, seconded by Ellington and carried unanimously to enter into Committee of the Whole to discuss the 2022 Budget.

Adm. Bradley commended department heads on their ability to hold their budgets at a 0% increase. The budget as presented does include a 3.25% COLA for all non-union employees, as well as step increases. It also includes the increase for the City's share of the health insurance. Overall, not many significant changes for next year. We are continuing to work on creating capital plans and should have more information early next year. We have \$300,000 carried over from the 2020 bonds for street projects; we will be looking at another bonding in 2022. Also carried over for 2022 is \$400,000 for the theatre renovations at the UW. We are currently looking for commitment from the school for this project.

Fin. Director J. Ostrander noted that we have studied to make sure we are within our levy limit. With the revaluation, the tax levy will be spread a little different this year.

Mayor Nelson noted that he has requested some additional funding for Council professional development which will allow for training, travel, seminars, etc.

Moved by Wedekind, seconded by Petty and carried unanimously to rise and report from Committee of the Whole and return to regular session.

ADMINISTRATOR AND COUNCIL COMMENTS

If any Alderperson is interested in attending the League of Wisconsin Municipalities Annual conference scheduled for October 20-22, 2021 please let Adm. Bradley know as soon as possible.

Ald. Ellington noted that the last step as a requirement for the loan for the library is happening Thursday night. Please send all emails to Pat Cannon supporting the loan from USDA to the library project.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** September 2021 – Building Inspection
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

September 28, 2021

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, T. Gilman, T. Pinion, L. Laux

Call to Order –Ald. Sloan called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law.

Moved by Kent, seconded by Petty to approve the minutes of September 14, 2021. Motion carried unanimously.

Moved by Petty, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$424,743.74**. Motion carried unanimously.
- b) **Mini-Excavator Purchase** – T. Gilman explained that this item was scheduled for 2022 along with a compact end loader. Because there is a mini-excavator in stock, and as an attempt to avoid the cost increase for next year, we are recommending purchase of this item now. The funds to cover this purchase are currently available in the capital equipment replacement fund, no impact to the general fund. Moved by Petty, seconded by Kent to recommend to Council for approval the purchase of a new 2021 Bobcat E42 “mini excavator” from Mid-State Group for a purchase price of \$53,500. Motion carried unanimously.
- c) **Employee Policy Amendment** – Adm. Bradley explained that the City is currently contributing 86% of the lowest qualified plan for Sauk County towards the health insurance premium for employees. Because GHC came

in at 5.3% less than last years budgeted amount, it was proposed that we split these savings two ways: 1) We increase the City's contribution to 90% so long as it does not exceed the maximum allowed by the State and 2) We apply the remainder into the budgets with a COLA adjustment of 3.25%. This proposal will add the 90% language to the Employee Handbook and will match the current union agreement. Moved by Petty, seconded by Kent to recommend to Council approving the amended Employee Policy & Procedure Handbook, Section 3.06 "Health Insurance", changing the percentage of the employer contribution to be 90% of the lowest qualified plan for Sauk County. Motion carried unanimously.

- d) **City's Capital Policy** – J. Ostrander introduced a Capital Policy. This policy mirrors what is currently being done but will give better guidelines to department heads for assets. The Committee reviewed the policy. Moved by Kent, seconded by Petty to recommend to Council approving the City's Capital Policy. Motion carried unanimously.
- e) **1606 8th Street** – Adm. Bradley explained that approval of this request would allow Cornerstone Village, LLC to pay impact fees upon occupancy vs when the building permit is applied for. The impact fees are not forgiven, they are simply deferred to a later date. Moved by Petty, seconded by Kent to recommend to Council to approve payment of impact fees at occupancy for phase one, 4 buildings, at 1606 8th Street. Motion carried unanimously.

Discussion Items

- a. Discussion of options for ARPA funding – Adm. Bradley noted that we received a little over \$1.2M in ARPA funding. We are still waiting to see what the eligible costs are. We can buy down a portion of the infrastructure costs at the Jackson property. By doing so, we can shorten the life of the bonds. This item will be brought back to Committee for further discussion.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 6:52pm.

Administrative Committee

September 7, 2021

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow
 Absent: None.
 Also Present: City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Mayor Rob Nelson, Police Chief Schauf (late), City Adm. Casey Bradley (late)
 Citizen Present: Lacey Howard

The meeting was called to order by Chairman John Ellington at 8:00AM, with roll call and noting compliance with the Open Meetings Law.

Motion by Thurow, seconded by Kierzek to approve the July 6, 2021 minutes. Motion carried unanimously.

Motion by Thurow, seconded by Kierzek to approve the Agenda. Motion carried unanimously.

Consider Request for Excessive Household Animals from Lacey Howard:

City Clerk Zeman read for the record an email received from Gary & Vicki Merrell supporting Ms. Howards request. Motion by Thurow, seconded by Kierzek to approve and recommend to Council Lacey Howards request to allow 3 dogs at her residence. Motion carried unanimously.

Consider the Temporary Liquor Licenses, aka Picnic License, for Downtown Baraboo's Brew HaHa:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Temporary Liquor License for Downtown Baraboo, Inc for the September 24, 2021 Brew HaHa. Motion carried unanimously.

Consider the Liquor License Change of Agent for Kwik Trip #657:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Change of Agent for Kwik Trip #657 (8th St.) to Brittany Kuchta. Motion carried unanimously.

Consider the Liquor License Change of Agent for Kwik Trip #855:

Motion by Kierzek, seconded by Thurow to approve and recommend to Council the Change of Agent for Kwik Trip #855 (South Blvd) to Jacob Goeke. Motion carried unanimously.

Consider the Liquor License application for GRS MGT, LLC amending the premise description:

Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Liquor License application for GRS MGT, LLC, d/b/a Brothers On Oak, amending the premise description. Motion carried unanimously.

Consider amending §1.21 of the Baraboo Municipal Code, Membership of the Library Board:

Motion by Kierzek, seconded by Ellington to approve and recommend to Council amending §1.21 of the Baraboo Municipal Code, Membership of the Library Board to the following:

- (1) MEMBERSHIP. The Library Board shall consist of nine members who shall be appointed by the Mayor subject to confirmation by the Council. One member shall be the Baraboo School District Administrator or his/her representative. All members shall be residents of the Baraboo School District, and at least seven members shall be residents of the City of Baraboo. The members shall be appointed for staggered three-year terms.

Motion carried unanimously.

Discussion Items:

Consider allowing chickens to be raised for educational purposes on school property, §29.13 Chicken Permits. This will be reviewed by the Police Chief and City Clerk and will be brought back to the Administrative Committee.

Informational Items

The next meeting will be Monday, October 4, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:19AM.

Administrative Committee

September 27, 2021

Present: Alderpersons John Ellington, Heather Kierzek, Kathleen Thurow

Absent: None.

Also Present: City Clerk, Brenda Zeman; Finance Director Julie Ostrander, Police Chief Schauf

Citizen Present: None.

The meeting was called to order by Chairman John Ellington at 8:00AM, with roll call and noting compliance with the Open Meetings Law.

Motion by Thurow, seconded by Kierzek to approve the September 7, 2021 minutes. Motion carried unanimously.

Motion by Kierzek, seconded by Thurow to approve the Agenda. Motion carried unanimously.

Consider the Temporary Liquor Licenses, aka Picnic License, for Shakespeare on the Edge, Inc.

Police Chief Schauf gave a brief description of this event and noted there have been no issues in the past. They have requested 2 officers to patrol the grounds during the event; payment for this service is required. Motion by Thurow, seconded by Kierzek to approve and recommend to Council the Temporary Liquor License for Shakespeare on the Edge, Inc., for the October 9th and 10th, 2021 Renaissance Faire. Motion carried unanimously.

Discussion Items: None.

Informational Items

The next meeting will be Monday, October 4, 2021 at 8:00AM.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:03AM

TID Joint Review Board

June 22, 2021

Present: City of Baraboo & JRB Chairperson, Phil Wedekind; Baraboo School District, Lori Mueller; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Shawna Marquardt; Public Member, Stewart Koehler

Absent: Baraboo School District, Kevin Vodak

Also Present: City Administrator, Casey Bradley; City Clerk, Brenda Zeman; City Engineer, Tom Pinion; Ehlers, Dawn Gunderson

Citizen Present: None

The meeting was called to order by JRB Chairperson Phil Wedekind at 1:05PM CDT., with roll call and noting compliance with the Open Meetings Law.

Motion by E. Geoghegan, seconded by S. Koehler to approve the May 17, 2021 minutes. Motion carried unanimously.

Motion by E. Geoghegan, seconded by S. Marquardt to approve the agenda. Motion carried unanimously.

Discuss & review project plans

JRB Chairperson Phil Wedekind noted that the project plans were included with today's agenda. This included the public record, planning documents, Plan Commission Resolution adopting the project plan creation, and the resolution passed

by the Common Council approving the creation. There were no questions by any JRB members at this time.

Tax Incremental Districts No. 12 Creation

Motion by E. Geoghegan, seconded by S. Koehler to approve the creation of Tax Incremental District No. 12. Motion carried unanimously.

Adjournment

Motion by E. Geoghegan, seconded by S. Koehler to adjourn the meeting at 1:10PM CDT.

Board of Review

Council Chambers

June 9, 2021

Present: Wedekind, Kolb, Kent, Nelson, Zeman

Absent: None.

Also Present: Michael Weymier, Tyler Technologies

Mayor Nelson called the meeting to order at 9:00 a.m., noting compliance with the open meeting law.

Moved by Kolb, seconded by Wedekind and carried to approve the agenda.

Because the Assessment Roll is not ready, motion made by Wedekind, seconded by Kolb to direct the Assessor to establish the date of August 27th at 9:00 a.m. as the date and time to conduct Board of Review. Motion carried unanimously.

Moved by Kent, seconded by Kolb and carried to adjourn this session of Board of Review.

Baraboo BID Meeting Minutes

8/18/2021

Present:

Members: A. Adams, K. Thurow, B. McDaniel, S. Ramsey Brunker, T. Sloan, B. Stelling, T. Wickus

Additional: None

Absent:

Members: M. Yount, S. Fay

VP T. Wickus called the meeting to order at 5:48 PM

Roll Call

Approval of July 2021 minutes: Thurow/McDaniel, Carried

Adoption of Agenda: Adams/McDaniel, Carried

Officer/Committee:

Report

President:

None

Secretary:

None

Treasurer:

Request that voucher requests be sent to treasurer in addition to City

Appearances:

Needs to meet; discussing possibility of greens in baskets rather than garlands wrapped around poles

Business Development:

Meeting proposed for 8/25; Suggestion to include DBI manager

Finance:

None

Parking:

Post on FB about weeding a parking lot, so weeds will be re-sprayed

Promotions:

Needs to meet; Farmer's market fees collected: ~\$3300; Weekly featured vendor on social media; Random giveaway for check-ins

Old Business:

- None

New Business:

- Approval of Financials
 - Motion to approve: Ramsey-Brunker/McDaniel
 - Carried
- Approval of Vouchers
 - Willie Deppe
 - \$3510.00
 - Total: \$3510.00
 - Motion to approve: Stelling/McDaniel
 - Carried
- Discussion of date for group & individual photos
 - Tabled for next meeting

- Discussion of soft launch of BID Facebook page- what should be included
 - Tabled for next meeting
- Discussion of new garbage bins
 - Possible grant for recycling?
 - New bins with recycling adjoining
 - Have businesses pay for advertising on the side of them?
 - Needs more discussion by appearances committee
- Discussion of garbage bin overflow issue
 - Issues have not been addressed with suspected business
 - Request may be necessary for a reminder from the City about the garbage overflow and that businesses must take care of their own garbage
- Discussion of parking issue with long term parking
 - Need to request longer time for parking
 - Wants temporary parking signs removed
 - What about a day pass from businesses?
 - Petition the city for changed parking times?
 - BID should send someone to the city's parking committee
- Upcoming September Budget meeting
 - Prepare budgets for next board meeting

Member Comments:

- T. Wickus no longer on the board of DBI
- New office location for DBI downtown
- DBI signed contract with Vector Ink for a new website for November
- Board members missing meetings should be addressed
- Discussion of farmer's market; member of public
 - Vendors may live far from Baraboo
 - More information may be found at baraboofarmersmarket.com
 - Who verifies grower produce? Market manager
 - Done at the time of application and every few years thereafter
 - Allegation that grower is not growing the flowers being sold at the market
 - Farmer's market manager will be requested to investigate flower stand

Next Meeting Items:

- Discussion of date for group & individual photos
- Discussion of soft launch of BID Facebook page- what should be included
- Discussion of new garbage bins
- Discussion of who will seek parking redress
- Request for adding bench along 3rd Street
- Discussion of farmer's market rules, adding craft sellers

Motion to adjourn at 7:02 PM by Sloan/Stelling, carried.

BARABOO BUSINESS IMPROVEMENT DISTRICT BUSINESS DEVELOPMENT COMMITTEE

Date and Time: Wednesday, August 25th, 2021 at 8:15 AM

Location: Courthouse Lawn

BID Members Noticed: T. Sloan, A. Adams, B. McDaniel

BID Members Absent: M. Yount

Others Noted: Danielle Rosene, Lacey Steffes

Chairperson Sloan called the meeting to order at 8:19 am

Approved of Minutes from June 15th, 2021 meeting: A. Adams/B. McDaniel

Adoption of Agenda: A. Adams/B. McDaniel

Old Business

2021 Plan

New Business

- Small survey findings
 - Draft revisions in the works
 - BID District flyer in the works
- Broad survey findings
 - Chamber of Commerce is checking to see what they already have
 - Lacey Steffes has DBI and Sauk County info she will send
- Web Assistance findings
 - Contacting Bizzy Bizzy
- 2022 Budget
 - Motion to propose 2022 budget of \$3250: A. Adams/B. McDaniel

Next Meeting: Monday, September 20th – 8:15 am – Courthouse Lawn

Motion to adjourn at 8:41 by A. Adams/B. McDaniel

BID Appearances Minutes: Meeting

9/08/2020

8:30 at Bekah Kate's, 117 3rd St

Call to Order: 8:38am

Roll Call: present B.Stelling, T. Sloan, S. Ramsey, S. Fay

Adopt Agenda: Motion by Sloan 2nd by Fay

OLD BUSINESS

- We will be purchasing some new holiday decor for the three large planters through DBI to use our remaining “Other” budget.
- We agreed to have the City repaint 4 benches from downtown that were rusting on the legs. Should also come out of our “Other” budget line.

NEW BUSINESS

- I. Review RFP plans for downtown 2020-21.
 - Containers will all continue to be done by Amy Schertz. Her contract goes through spring of 2021 and she is ready to continue for 2021. Budget to remain the same for all of the planters.
 - Summer Hanging Baskets will be watered again in 2021 by Willie Deppe. We are trying to find somewhere closer to grow the baskets. Need to do an assessment of the condition of all of the baskets and order newer heavy duty baskets and hangers so they stop falling down. Remember to ask Willie to zip tie them to the hanger also. Bekah did a lot of basket pick up this year.
 - Pole Decor for the holidays will be done again by the boyscouts.

Approved 2021 Budget: Total Budget \$19,000 Motion by Sloan 2nd by Fay

Containers:

Fall Containers \$700

Winter Containers \$975

Spring Containers \$800

Summer Containers \$725

Hanging Baskets: \$9000

Flags \$300

Pole Decor \$3500

Wreath Install Labor \$1000

Other \$2000

II. Review 2021 plans:

- Will likely need to repaint more of the benches downtown.
- Purchase new hanging baskets

Motion to adjourn Sloan, 2nd by Fay at 9:00am

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

September 14, 2021 Members Present: T. Wickus, , S. Bruner, B. Stelling S. Fay, B. McDaniel

Members Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:34 A.M., and noted compliance with the Open Meeting Law.

Minutes: Minutes from April 15th, May 27th & September 29th Moved by, Stelling seconded by McDaniel, and unanimously carried to approve the minutes with edits to the April 15th minutes.

Agenda: Moved by, Fay seconded by McDaniel, and unanimously carried to approve the agenda as published.

New Business: None

Old Business:

A quick review of the 2021 committee expenses and balance was done. There is about \$7,000.00 remaining in the Image advertising account.

The Farmers' Market income was reviewed and was approximately \$3,400.00 so far this year.

Moved by, Fay seconded by McDaniel, and unanimously carried to approve the 2022 Promotions committee budget as listed below.

EXPENSES PROMOTIONS		
Downtown Baraboo Light Parade	\$3,000.00	
Downtown Baraboo Holiday Advertisng	\$2,000.00	
DBI Manager Support	\$3,000.00	
Devil's Lake Advertising	\$1,500.00	
Farmer's Market	\$3,500.00	
Image Adv Campaign	\$8,100.00	
PROMOTIONS TOTAL		\$21,100.00

Adjournment: Moved by Stelling, seconded by McDaniel and unanimously carried to adjourn at 9:25 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT BUSINESS DEVELOPMENT COMMITTEE

Date and Time: Monday, September 20th, 2021 at 8:15 AM

Location: Courthouse Lawn

BID Members Noticed: T. Sloan, A. Adams, B. McDaniel, M. Yount

BID Members Absent: K. Thurow

Others Noted: Danielle Rosene, Lacey Steffes

Chairperson Sloan called the meeting to order at 8:15 am

Approved of Minutes from August 25th, 2021 meeting: B. McDaniel/M. Yount

Adoption of Agenda: M. Yount/B. McDaniel

Old Business

2021 Plan

New Business

Small survey findings

Draft revisions in the works

BID District flyer in the works

Broad survey findings

DBI & Sauk County info provided

Web Assistance findings

Attempting to contact Bizzzy Bizzzy

DBI Downtown Manager commitments/resources as needed

Next Meeting: Monday, October 18th – 8:15 am – Courthouse Lawn

Motion to adjourn at 9:01 by A. Adams/B. McDaniel

BID Appearances Minutes: Meeting 9/21/2021 at 8:30 at Bekah Kate's, 117 3rd St

Call to Order: 8:31am

Members present: B. Stelling, T. Sloan, S. Fay

Adopt Agenda: Motion by Sloan 2nd by Fay

Approve Minutes from 9/08/20 meeting Motion by Sloan 2nd by Fay

OLD BUSINESS

- Light Pole décor with Boy Scouts
 - We will proceed with working with the boy scouts again this year, but keep discussing doing something different, possibly using our hanging baskets with greens and lights.

NEW BUSINESS

I. Review usual plans for downtown 2021-22

- Containers-Amy Schertz will continue to do them for another contract cycle.
- Summer Hanging Baskets-Bekah will contact Landscape Techniques to see if they will do it again next year and possibly check on an invoice for this year. Discussed paying Willie Deppe in two increments of a lump sum. Once in May and once in September to keep it easier for his billing. We are still waiting for Willie to confirm he will continue next year.
- Pole Décor-discussed the items above

II. Review 2022 ideas:

- New Lawn décor for holidays 2022-Looked at Temple Display lighted displays planning for 2022, if we order by Feb 22 we can get 30% off. Money would need to come out of the reserves likely to do anything big. Committee will continue to research ideas and Bekah will contact Temple for some possible quotes and other ideas to keep costs down.
- Purchase new garbages-Discussed the need for new garbage cans downtown that city workers wouldn't have to manually lift. Option examples are coming via Tony Gilman. We will look at them when they come in and continue to discuss ways to make them look nicer or other options. Discussed possible grant options to help pay for these, historical, city or recycling. Sloan will reach out to Jenny Erickson to see if she has any thoughts and Stelling will talk to Tony.

2022 Budgets: Total Budget \$19,000 in 2021-approved keeping our budget the same for 2022

Motion by Sloan 2nd by Fay

Containers:

Fall Containers \$700

Winter Containers \$975

Spring Containers \$725

Summer Containers \$725

Hanging Baskets: \$9000

Flags \$300

Pole Décor \$3500

Wreath Install Labor \$1000

Other \$2000

Motion to adjourn at 9:28 Motion by Sloan 2nd by Fay

• **Copies of these meeting minutes are on file in the Clerk's office:**

Bicycle Committee.....9-9-2021, 9-16-2021

Emergency Management.....8-19-2021

Park & Recreation.....9-7-2021, 9-13-2021

Ambulance.....8-25-2021

Library.....8-10-2021, 8-17-2021, 9-14-2021

UW Campus.....8-19-2021

• **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 8:07pm.

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

CA - 2

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin*Background:*

Fiscal Note: (Check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, confirms the Mayor's appointments as follows:

THAT, Jennifer Culotta be appointed to the Baraboo Economic Development Commission to serve the unexpired term of Laura Walczak until February 28, 2022.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or the amounts of various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper." The City Budget includes the cost of publishing amendments.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments are categorized into one of the two following definitions:

1. Supplemental Transfers: Expenditures that either exceed the original budgeted amount, or were unbudgeted, and require revenue; fund balance transfer, grant, donation, or another source to subsidize the expenditures.
2. Budgetary Transfers: Expenditures that exceed the original budgeted amount and require a transfer of excess budgeted dollars from another account to cover the deficiency of the additional outlays.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, the State Statute requires budget amendment publication to happen within ten (10) days upon Council approval of said amendments,

WHEREAS, the City is required to notify the citizenry through publication in the City's official newspaper concerning the supplemental budget amendments,

WHEREAS, the City's publication process is to identify budget amendments in the fiscal note section of resolutions when spending authorizations are granted,

WHEREAS, the City Council will approve budget transfers quarterly to satisfy the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing,

NOW, THEREFORE BE IT RESOLVED, that the following budget amendments are authorized for publication:

- 3rd Quarter, 2021 City-Wide Supplemental Budget Amendments for \$127,750
- 3rd Quarter, 2021 General Fund Supplemental Budget Amendments \$49,750
- 3rd Quarter, 2021 City-Wide Budgetary Transfers \$138,474

See attached memorandum and amendment schedules.

Offered by: Finance/Personnel Committee **Approved by:** _____
Mayor

Motion:

Second: **Certified by:** _____
City Clerk

City of Baraboo
3rd Quarter Budget Amendments
Supplemental Budget

23 of 259

Fire Station

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Non-GF Restricted Fund Balance Applied					
General Fund - General C	100-10-47330-000	Contributions from Ambulance	(20,139)	(1,756)	(21,895)

Use of Funds

General Fund - Fire - Fire	100-21-51610-340-000	Operating Supplies	2,500	500	3,000
General Fund - Alma Wai	100-21-51620-221-000	Water	124	106	230
General Fund - Alma Wai	100-21-51620-222-000	Electricity	2,000	650	2,650
General Fund - Alma Wai	100-21-51620-223-000	Heat	700	500	1,200
				<u>\$ 1,756</u>	

To Approp Fund Bal to building expenses with EMS

Police

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: GF Fund Balance Applied					
General Fund - Police	100-20-49310-400	Fund Balance Applied-Desig Don	(1,108)	(1,500)	(2,608)
				<u>\$ (1,500)</u>	

Use of Funds

General Fund - Police De	100-20-52110-392-400	Small Equipment-Donations	1,108	1,500	2,608
				<u>\$ 1,500</u>	

To Approp donations for ERT equipment purchases

Debt Service

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Debt Service - General G	300-10-49300-000	Fund Balance Applied	(54,354)	(3,000)	(57,354)
				<u>\$ (3,000)</u>	

Use of Funds

Debt Service - Principal o	300-10-58120-610-170	Principal on Notes-LOC 2017	582,000	3,000	585,000
				<u>\$ 3,000</u>	

To Appr unused LOC proceeds to pay debt early

Police

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: GF Restricted Fund Balance Applied					
General Fund - Police	100-20-48500-400	Donations - Designated	-	(300)	(300)

Use of Funds

General Fund - Police De	100-20-52110-392-610	Small Equipment-Ballistic Vest	8,645	300	8,945
				<u>\$ 300</u>	

To appropriate donations for ballistic vest

Airport

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: GF_Restricted Fund Balance Applied					
Airport - Airport	630-35-43220-629	Federal Trans Grant - CARES	-	(78,000)	(78,000)
Use of Funds					
Airport - Transfer to Airpo	630-35-59263-900-000	Cost Reallocation	-	69,000	69,000
Airport - Airport - Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	8,968	9,000	17,968
				<u>\$ 78,000</u>	

To appropriate donations for ballistic vest

Recycling

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: GF Fund Balance Applied					
General Fund - General C	100-10-48400-000	Insurance Recoveries	(44,544)	(21,594)	(66,138)
				<u>\$ (21,594)</u>	
Use of Funds					
General Fund - Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	5,000	21,594	26,594
				<u>\$ 21,594</u>	

To appropriate funds for insurance proceeds recycling truck

Pool

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
General Fund - General C	100-10-49300-000	Fund Balance Applied	(1,129,027)	(21,600)	(1,150,627)
				<u>\$ (21,600)</u>	
Use of Funds					
General Fund - Pool - Re	100-53-55420-861-000	Facilities Improvements	9,000	21,600	30,600
				<u>\$ 21,600</u>	

To appropriate fund balance for pool water line repair

CITY OF BARABOO

4th Quarter 2020 Budgetary Transfers
Period: 7/31/2021 (07/21)Page: 1
Oct 15, 2021 11:54AM

Report Criteria:

Budget Level.Level = 4

Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-226-000	Stormwater	144.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-227-000	Streetlighting	45.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-392-000	Small Equipment Purchase	1,000.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51620-221-000	Water	124.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51620-260-000	Repair & Maint Serv-Buildings	300.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51620-350-000	Repair & Maint Materials	125.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-260-000	Repair & Maint Serv-Buildings	9.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-350-000	Repair & Maint Materials	503.00	
07/26/2021	BA 21 43 FD-Approp addl funds to building expenses with EM	100-21-51610-920-000	EMS Allocation		2,250.00-
08/05/2021	BA 21 44 PK-Tfr for bucket truck rental for storm damage	100-52-56110-814-000	Equipment purchases		1,075.00-
08/05/2021	BA 21 44 PK-Tfr for bucket truck rental for storm damage	100-52-53370-530-000	Rents and Leases	1,075.00	
08/05/2021	BA 21 46 PW-Transfer for concrete block purchase	100-31-53650-270-000	Special Services		900.00-
08/05/2021	BA 21 46 PW-Transfer for concrete block purchase	100-31-53650-340-000	Operating Supplies	900.00	
08/06/2021	BA 21 48 PW-Transfer for straw bales	100-31-53300-364-000	Signs & Materials		1,500.00-
08/06/2021	BA 21 48 PW-Transfer for straw bales	100-31-53300-340-000	Operating Supplies	1,500.00	
08/06/2021	BA 21 49 PK-Transfer for additional zoo restroom work	100-52-55410-390-000	Other Supplies & Expense		947.00-
08/06/2021	BA 21 49 PK-Transfer for additional zoo restroom work	100-52-55410-822-000	Building Improvements	947.00	
08/06/2021	BA 21 50 PK-Transfer T-ball t-shirt \$ for pickleball equipmt	100-53-55300-346-010	Uniforms - Teeball		394.00-
08/06/2021	BA 21 50 PK-Transfer T-ball t-shirt \$ for pickleball equipmt	100-53-55300-340-100	Operating - Tennis	394.00	
08/09/2021	BA 21 51 PK-Transfer T-ball t-shirt \$ for play rights	100-53-55300-346-010	Uniforms - Teeball		45.00-
08/09/2021	BA 21 51 PK-Transfer T-ball t-shirt \$ for play rights	100-53-55300-340-160	Operating - Visual Arts	45.00	
08/19/2021	BA 21 53 CLK-Transfer unused postage for equipment batteri	100-11-51440-343-000	Postage		372.00-
08/19/2021	BA 21 53 CLK-Transfer unused postage for equipment batteri	100-11-51440-340-000	Operating Supplies	372.00	
08/20/2021	BA 21 54 PW-Transfer to recycling for budget overage	100-31-53620-350-000	Repair & Maint Materials		1,000.00-
08/20/2021	BA 21 54 PW-Transfer to recycling for budget overage	100-31-53635-350-000	Repair & Maint Materials	1,000.00	
08/31/2021	BA 21 56 POOL-Transfer between utility accouts	100-53-55420-222-000	Electricity		1,800.00-
08/31/2021	BA 21 56 POOL-Transfer between utility accouts	100-53-55420-223-000	Heat	1,800.00	
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-11-51931-910-000	Insurance Allocation	6,400.00	
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-11-51933-910-000	Insurance Allocation	25,000.00	
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-20-52110-910-000	Insurance Allocation		11,500.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-21-52200-910-000	Insurance Allocation		2,650.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-31-53230-910-000	Insurance Allocation		4,000.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-31-53240-910-000	Insurance Allocation		5,800.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-31-53620-910-000	Insurance Allocation		1,200.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-52-55200-910-000	Insurance Allocation		5,300.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-30-53100-910-000	Insurance Allocation		700.00-
09/14/2021	BA 21 61 INS-Transfer dept insurance budget to match actual	100-22-52400-910-000	Insurance Allocation		250.00-

CITY OF BARABOO

4th Quarter 2020 Budgetary Transfers
Period: 9/30/2021 (09/21)

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-67600-350-000	Repair & Maint Materials	25,000.00	
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-67800-250-000	Repair & Maint Serv-Equipment	1,000.00	
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-90300-270-000	Special Services		300.00-
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-90300-310-000	Office Supplies	300.00	
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-92400-510-000	Insurance		1,200.00-
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-92500-510-000	Insurance		600.00-
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-93200-250-000	Repair & Maint Serv-Equipment		1,700.00-
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-93210-250-000	Repair & Maint Serv-Equipment	2,500.00	
10/13/2021	BA 21-02 WA Trf funds to cover budget overages	970-37-95000-860-000	Infrastructure		25,000.00-
10/13/2021	BA 21-02 SE Trf funds to cover budget overages	960-36-82700-250-000	Repair & Maint Serv-Equipment		230.00-
10/13/2021	BA 21-02 SE Trf funds to cover budget overages	960-36-82700-390-000	Other Supplies & Expense	230.00	
10/13/2021	BA 21-02 SE Trf funds to cover budget overages	960-36-85100-310-000	Office Supplies	120.00	
10/13/2021	BA 21-02 SE Trf funds to cover budget overages	960-36-85600-321-000	License & Fees		120.00-
09/09/2021	BA 21 57 PK-Transfer to purchase more wood chips	100-52-55200-260-000	Repair & Maint Serv-Buildings		1,700.00-
09/09/2021	BA 21 57 PK-Transfer to purchase more wood chips	100-52-55200-280-000	Repair & Maint Serv-Facilities	1,700.00	
09/09/2021	BA 21 58 PK-Transfer to cover program costs	100-53-55300-340-120	Operating - Tot Lot		38.00-
09/09/2021	BA 21 58 PK-Transfer to cover program costs	100-53-55300-346-080	Uniforms - Soccer		96.00-
09/09/2021	BA 21 58 PK-Transfer to cover program costs	100-53-55300-340-075	Operating - Mini Camp	134.00	
09/09/2021	BA 21 58 PK-Transfer to cover program costs	100-53-55300-346-010	Uniforms - Teeball		123.00-
09/09/2021	BA 21 58 PK-Transfer to cover program costs	100-53-55300-340-160	Operating - Visual Arts	123.00	
09/09/2021	BA 21 59 PW-Transfer to cover budget shortage	100-31-53300-340-000	Operating Supplies		400.00-
09/09/2021	BA 21 59 PW-Transfer to cover budget shortage	100-31-53230-340-000	Operating Supplies	400.00	
09/09/2021	BA 21 59 PW-Transfer to cover budget shortage	100-31-53270-350-000	Repair & Maint Materials		1,500.00-
09/09/2021	BA 21 59 PW-Transfer to cover budget shortage	100-31-53270-348-000	Gas. Diesel. Oil. Grease	1,500.00	
09/10/2021	BA 21 60 PK-Transfer to cover budget overages	100-52-56110-320-000	Publications. Training. Dues		207.00-
09/10/2021	BA 21 60 PK-Transfer to cover budget overages	100-52-56110-340-000	Operating Supplies	207.00	
09/10/2021	BA 21 60 PK-Transfer to cover budget overages	100-52-55410-340-000	Operating Supplies		303.00-
09/10/2021	BA 21 60 PK-Transfer to cover budget overages	100-52-55410-320-000	Publications. Training. Dues	303.00	
09/23/2021	BA 21 62 PK-Transfer to cover utility overages	100-53-55420-250-000	Repair & Maint Serv-Equipment		310.00-
09/23/2021	BA 21 62 PK-Transfer to cover utility overages	100-53-55420-280-000	Repair & Maint Serv-Facilities		1,708.00-
09/23/2021	BA 21 62 PK-Transfer to cover utility overages	100-53-55420-223-000	Heat	910.00	
09/23/2021	BA 21 62 PK-Transfer to cover utility overages	100-53-55420-222-000	Electricity	1,108.00	
09/23/2021	BA 21 63 PK-Transfer to pay vehicle registration-zoo truck	100-52-55410-340-000	Operating Supplies		169.00-
09/23/2021	BA 21 63 PK-Transfer to pay vehicle registration-zoo truck	100-52-55200-321-000	License & Fees	169.00	
09/23/2021	BA 21 64- PW-Transfer from snow for plow blade	100-31-53240-361-000	Blades & Plow Materials	1,000.00	
09/23/2021	BA 21 64- PW-Transfer from snow for plow blade	100-31-53350-361-000	Blades & Plow Materials		1,000.00-
09/23/2021	BA 21 65 PW-Transfer to cover budget overages	100-31-53240-350-000	Repair & Maint Materials		1,000.00-
09/23/2021	BA 21 65 PW-Transfer to cover budget overages	100-31-53240-340-000	Operating Supplies	500.00	
09/23/2021	BA 21 65 PW-Transfer to cover budget overages	100-31-53230-319-000	Safety	500.00	
09/23/2021	BA 21 65 PW-Transfer to cover budget overages	100-31-53635-240-000	Repair & Maint Service-Vehicle		3,000.00-

CITY OF BARABOO

4th Quarter 2020 Budgetary Transfers
Period: 9/30/2021 (09/21)

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
09/23/2021	BA 21 65 PW-Transfer to cover budget overages	100-31-53635-350-000	Repair & Maint Materials	3,000.00	
09/23/2021	BA 21 66 FD-Transfer triaining to cover fuel shortage	100-21-52200-320-000	Publications. Training. Dues		2,000.00-
09/23/2021	BA 21 66 FD-Transfer triaining to cover fuel shortage	100-21-52200-348-000	Gas. Diesel. Oil. Grease	2,000.00	
09/23/2021	BA 21 67 PW-Transfer budget to rental account	100-31-53650-530-000	Rents and Leases	7,500.00	
09/23/2021	BA 21 67 PW-Transfer budget to rental account	100-31-53650-270-000	Special Services		7,500.00-
09/24/2021	BA 21 68 PW-Transfer to increase operating supplies	100-31-53300-379-000	Bitum. Matl - Patch		1,000.00-
09/24/2021	BA 21 68 PW-Transfer to increase operating supplies	100-31-53300-340-000	Operating Supplies	1,000.00	
09/27/2021	BA 21 69 ATTY-Transfer addl salaries to contracted services	100-13-51300-110-000	Salaries		40,000.00-
09/27/2021	BA 21 69 ATTY-Transfer addl salaries to contracted services	100-13-51300-215-000	Professional Services	40,000.00	
10/06/2021	BA 21 71 PW - Transfer for budget overage on concrete	100-31-53300-371-000	Bituminous Materials		500.00-
10/06/2021	BA 21 71 PW - Transfer for budget overage on concrete	100-31-53300-410-000	Concrete & Clay Materials	500.00	
10/08/2021	BA 21 72 PK - Transfer to cover budget overage	100-52-55200-280-000	Repair & Maint Serv-Facilities	2,137.00	
10/08/2021	BA 21 72 PK - Transfer to cover budget overage	100-52-55200-260-000	Repair & Maint Serv-Buildings		2,137.00-
10/08/2021	BA 21 73 PW - Transfer to purchase cones	100-31-53300-366-000	Barricades & Lights	950.00	
10/08/2021	BA 21 73 PW - Transfer to purchase cones	100-31-53300-364-000	Signs & Materials		950.00-
10/08/2021	BA 21 74 PW- Transfer to purchase additional traffic paint	100-31-53300-364-000	Signs & Materials		2,000.00-
10/08/2021	BA 21 74 PW- Transfer to purchase additional traffic paint	100-31-53300-368-000	Traffic Paint	2,000.00	
Grand Totals:				138,474.00	138,474.00-

Report Criteria:

Budget Level.Level = 4

NBR - 1

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin

Background: In 2003 the Common Council approved a resolution offering employees Flexible Spending, also known as a “cafeteria plan”. This included a health insurance premium payment plan, a medical expense reimbursement plan, and a dependent care assistance plan. This plan allows both the employee and the City to save on Social Security.

It was recommended by both the City Clerk and the City Treasurer that City Staff review other firms that offer similar plans. Firms offering Flexible Spending have not been reviewed since 2003. City staff reviewed proposals from five different firms.

Based on cost and services provided, City Staff is recommending that the City contract with HealthEquity to offer Flexible Spending to eligible employees. Information on this firm and the services offered, including the fee schedule, is attached.

This recommendation will be reviewed by the Finance Committee at their October 26, 2021 meeting.

Fiscal Note: (check one) ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to sign, on behalf of the City of Baraboo, the attached proposal, and any plan documents as needed, from HealthEquity to provide employees with Flexible Spending.

Offered by: Finance Committee Approved by Mayor: _____

Motion:

Second: Certified by City Clerk: _____

HealthEquity®

Proposal
for
City of Baraboo



Integrated, powerful, end to end solutions

Andrew Hanson | Sales

ahanson@healthequity.com | 6086302878

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Executive Summary

In today's complex healthcare landscape, clients need a consumer-directed benefits administrator with depth of experience, a full suite of service-focused offerings and cutting-edge technologies to support their needs. As a leader in consumer-directed benefits administration, HealthEquity delivers on that need through comprehensive solutions and education. Our solution was designed to ensure remarkable service, increase adoption, ease of use all while improving member satisfaction.

In 2002, HealthEquity was established with the intent to transform health care and help Americans better save and spend their health care dollars. Since our inception, we have strived to develop a 'purple' culture both internally as a company as we serve more than 12 million accountholders throughout the United States. Our constant focus on exceeding our clients' expectations launched HealthEquity to become the nation's largest independent custodian of health savings accounts (HSAs). As a U.S. Department of Treasury-licensed nonbank HSA administrator and trustee, we administer more than 12 million accounts nationwide and serve as the custodian for approximately \$11.5 billion in assets. With the acquisition of WageWorks in 2019, we have expanded our focus to provide our clients a total solutions for benefit administration, including administering flexible spending accounts (FSAs), health reimbursement arrangements (HRAs), COBRA, direct bill, commuter, fitness, education and other reimbursement programs. Together, our unparalleled level of experience has resulted in the development of an offering to fully support members on a journey of managing, paying, and growing their health and wealth.



1. Exceptional in character, extent, degree: **remarkable**
2. Worthy of notice or attention; **outstanding**
3. Notably or conspicuously unusual; **extraordinary**

Synonyms:

Noteworthy, extraordinary
remarkable, unusual or **uncommon**



Build on 20+ years of industry best practices.

In 2002 we reimagined what employee benefits could be. Today we push innovation forward with data-driven experiences and integrated solutions expertly tailored to your unique business needs.



Tap into powerful data in sights.

Managing benefits for 1/7 of the American workforce enables us to gain unique perspective on what works and what doesn't.



Our scale is your advantage.

Because we manage benefits for 100,000+ organizations, we can deliver powerful solutions at much better value.

As an industry leader, we offer clients a single source for convenient solutions and are differentiated in the industry by our:

- Comprehensive administration capabilities delivered through innovative proprietary systems
- Proven implementation approach and account management services to ensure a smooth transition to services and seamless ongoing administration
- Corporate initiatives to provide superior service to members, family members, and the benefits team
- Scalability, financial strength, and long-term attention on the importance of *health and wealth*

Notable User Experience

We are committed to helping members and dependents become more informed healthcare consumers. Key goals driving our engagement in partner initiatives include:

- Help reduce long-term medical plan and member cost trend
- Improve member engagement through multiple member education channels
- Support clients, members, dependents, and HR professionals
- Offer tools and resources resulting in a seamless member experience
- Provide convenient, online decision-support tools and provider payment options

Our solution is built around the imperative our client experience must be top notch. To support this initiative, our intuitive and robust web portal supports users in accomplishing most of their Consumer Directed Benefits (CDB) management tasks securely online. Due to our uptime of more than 99%, users can access and manage their accounts virtually anytime, anywhere.

We recognize the importance of partnering with a proven administrator to oversee this vital component of your benefits strategy. HealthEquity is committed to providing comprehensive and service-focused capabilities to support member health and wealth initiatives. Our product suite offers a unique combination of healthcare and financial services capabilities – a critical differentiator in the industry and a pillar of our success. By leveraging this expertise, your members can realize long-term benefits by learning to better save and spend their healthcare dollars. Clients and partners can enjoy a robust solution delivered by a single partner and industry leader. Our expertise and dedication result in convenient solutions for clients seeking one partner to guide their benefit strategy to impact members' health and wealth.

HealthEquity Overview

About HealthEquity

HealthEquity was established in 2002 with a focus on transforming the healthcare industry by empowering individuals with tools to manage healthcare costs. When health savings accounts were signed into law in 2004, HealthEquity was well-positioned to help guide individuals and clients to become informed consumers of these new tax-advantaged financial accounts. As members leverage HSAs alongside a qualified high deductible health plan, they save significantly in the short-term through reduced monthly premiums as well as in the long-term by growing their savings both at contribution and investment.

With the acquisition of WageWorks, a leading benefits administrator, we are uniquely positioned to help individual accountholders connect health and wealth. Only HealthEquity delivers the integrated end-to-end solutions to simplify benefits administration and provide members a truly cohesive experience. Our services benefit millions of members as well as more than 100,000 clients, ranging in size from the largest enterprises to small businesses. Our total solution includes:

- Healthcare accounts
 - Health Savings Account (HSA)
 - Flexible Spending Account (FSA)
 - Health Reimbursement Arrangement (HRA)
 - Retiree Healthcare Spending Account
- Dependent Care FSA (DCFSA)
- Commuter benefits
- COBRA administration
- Direct Bill administration
- Employer-sponsored programs (ESP)
 - Emergency Disaster Relief programs
 - Gym reimbursement
 - Tuition reimbursement
 - Wellness reimbursement

20+ Years
INDUSTRY
LEADERSHIP



1/7 of the
AMERICAN
WORKFORCE

100,000 +
ORGANIZATIONS

With decades of experience, we know how to scale quickly, influence legislation, and provide leadership within the employee benefits industry. We strive to ensure our clients and their members receive innovative programs supported by superior service. We understand the cost pressures associated with benefits; therefore, we are committed to delivering efficient and cost-effective services capable of eliminating hassle and saving companies both time and money. Our goal is to provide support to empower individuals to achieve wellness today and financial wellbeing tomorrow.



Our Mission and Vision

It is our mission is to help Americans thrive in today's healthcare system by offering a variety of tax-advantaged products designed to incentivize informed decision-making and encourage long-term savings. With a full suite of healthcare financial products, we help millennial consumers better save, manage, spend, and grow their pre-tax dollars through government-approved health savings vehicles.

Our vision involves facilitating access to affordable healthcare through the combination of high-deductible health plans and our tax-advantaged health account products. We view our financial tools as a way for individuals and companies to maximize their dollars in real-time, while building greater wealth for the long run. While some administrators or financial institutions offer single product solutions as a sideline business, connecting health and wealth is our sole focus. At HealthEquity, we want every American to have our accounts as part of their lifelong plan.

One partner. Total solution.

Only HealthEquity delivers the end-to-end integrated solutions you need to simplify benefits administration and give employees a truly cohesive experience.

How We Provide Remarkable Service

Through passion for sharing insight and support, we begin our commitment to remarkable service as we transition clients and members to our services. Ongoing, we continue supporting members with 24-hour access to service representatives. Clients are provided ongoing support by highly trained client service personnel.

Implementation

When converting new clients to our solutions, an implementation team guides them through the process and coordinates efforts directly with clients. This implementation team consists of professional project managers who lead internal resources, manage timelines and deliverables, and provide direct oversight. Vast knowledge of our products and solutions aids our implementation managers in delivering a seamless transition to our solutions.

Additionally, our clients receive the following service measures:

- Professional project management for an effective transition to our administration platform
- Customized implementation plan development
- Collaborative review of communications plan
- Highly calibrated system configuration to support client plans
- Technical development and electronic data interface file testing prior to program launch

Service Delivery

We staff a robust and seamless support team dedicated to managing client relationships. Our service delivery teams consist of experienced professionals capable of satisfying the needs of our clients for the life of the partnership — we are here for you every step of the way.

Clients will receive assistance from Service Delivery Managers (SDMs), available to provide day-to-day plan support, all while building relationships with our clients and ensuring ongoing satisfaction. SDMs also will assist in supporting other account administration duties such as enrollment and group maintenance activities. Our service delivery team is focused on providing the services outlined below to optimize the full value of our programs:

- Proactive approach to serving as the primary day-to-day client contact, incorporating best practices and mitigating potential issues
- Regular meetings conducted as frequently as needed to discuss service, engagement opportunities, and client advocacy
- Continual training and education is provided to clients ongoing, while our account management team ensures feedback from clients is delivered internally to influence product development initiatives.

Innovative Tools

Members have access to many innovative tools to make it easy for them to access and spend funds in their accounts. Alongside their healthcare debit card — which provides point-of-service funds access for healthcare purchases — members can submit claims using our mobile app or online via our member portal. Additionally, we support automatic health plan claims, working with carriers (medical, dental, pharmacy, and vision) to receive claims information. We currently receive integrated claims data from

more than 130 carriers and enrollment, eligibility, and contribution data from partners (e.g., enrollment and eligibility providers, payroll vendors, HRIS providers, etc.).

Member Services

HealthEquity ensures members have the availability to access important information and support related to their accounts when they need to do so. We offer 24/7 toll-free access to our knowledgeable service representatives¹ and members may access member support via online chat between 8 a.m. until 8 p.m. Eastern Time. Our toll-free interactive voice response (IVR) system and member portals also provide information 24/7.

Member Services Representatives are trained to assist members with questions related to our full suite of products and services. With direct access to specific plan information, our Member Services team can easily view meaningful details, answer questions, and resolve issues. Additionally, we record all calls and perform quality reviews to monitor accuracy and professionalism. Callers are primarily serviced from our service centers in Draper, UT; Tempe, AZ; and Irving, TX.

Member Portal

Our online member portal was uniquely designed to provide meaningful and easy-to-use guidance as members understand how their health plan and healthcare accounts work together as part of their overall health benefit. Our user-friendly portal presents members with a variety of resources to aid in determining how to best spend or save their healthcare dollars. We realize these account programs can be complex in nature and difficult for members to understand, therefore we have developed a unique mix of messaging and media to help make our programs approachable and understandable.

The member portal captures a record of individual member's account activity including a snapshot of balances on the account dashboard. Other account activity is displayed as an overview of transaction details and history with robust search options. Regardless of health insurance provider or pharmacy benefit manager, we are able to provide members access to their claims through a single member portal alongside a single view of health savings and investment balances, transactions, and reimbursement activity. When logging in to the portal, members can easily access the features listed below:

- Online claims submission for direct reimbursement or provider payments
- On-demand, printable statements of activity and claim forms
- Manage HSA investments
- Savings calculators
- Order additional debit cards
- Alerts and messages
- Elect Commuter options

Regardless of submission method, 99% of claims are processed within two business days, and members can opt to receive an email or text message when each claim is received, processed, and payment is made. Additionally, members can pay providers directly from their account(s), using our pay my provider feature.

¹ COBRA and Direct Bill member service is available weekdays, from 8:00 a.m. to 8:00 p.m. Eastern Time.

Additionally, we provide an editable member profile, which allows members to customize their email address, mailing address, reimbursement method (direct deposit or check), and text preferences.

20% of members log into the HealthEquity portal each month



- Telemedicine
- HSA store
- Transparency
- Wellness incentive programs

Mobile App

Members can also view account information and manage claims directly from their mobile devices. Members can use our mobile app to view claims, access real-time account balances, chat with member services personnel, and manage account funds directly from iOS and Android mobile devices. By allowing members to view integrated claims, submit new information, pay providers, and request reimbursement without navigating away from the online portal, members can take secure actions regarding their accounts anytime, anywhere.

The mobile app provides convenient access to account information for members on the go. Our app allows members to perform the tasks listed below:

- File claims for reimbursement with the ability to have dependent care provider sign within the app to create a receipt for services
- Snap a photo of receipts for submission or storage
- View transactions and account balances
- Schedule provider payments
- Manage HSA Investments
- View/edit account profile and preferences



Members can also receive balance and claim status via text message.

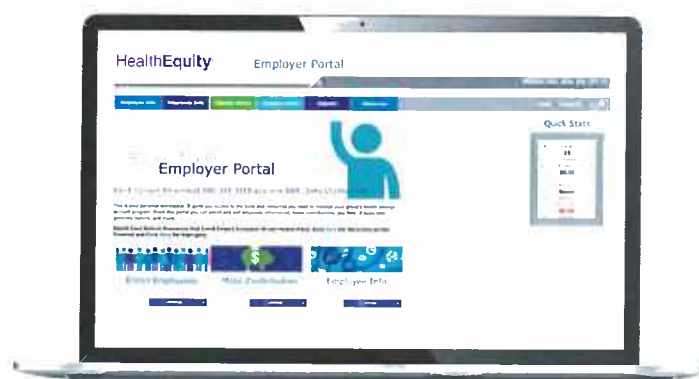
Client Portal

Online access to our client portal allows users to run real-time reports and view summary data of plan(s) and members. Clients receive portal training and documentation during implementation to ensure acceptable adoption levels and optimal use.

The client portal provides the following features:

- **Program Dashboard:** Home page with on-demand program metrics, including enrollment, elections, and client/member estimated savings by plan type
- **Member Tab:** Lookup capability allowing view and/or edit access

- **Reports Tab:** Access to current and historical standard reports. Each report downloadable in Excel format; we also provide customizable parameters for date range, sorting, and filtering
- **Files Tab:** File processing results and error logs
- **Benefits Tab:** Plan setup information and provisions
- **Company Tab:** Company specifics with system users and access level



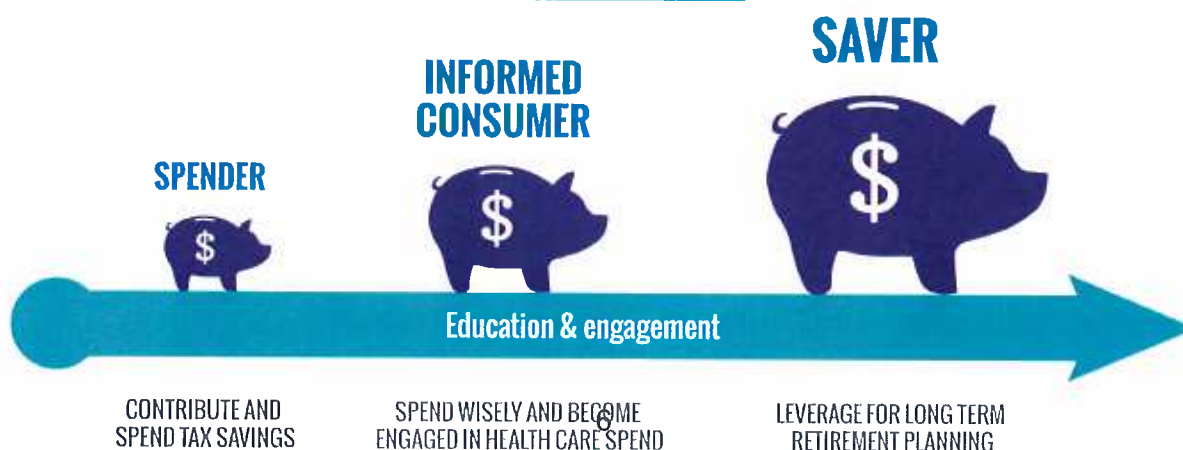
Communications

HealthEquity understands initial and ongoing education is critical in helping members achieve their health and wealth goals. Our internal, dedicated marketing team works closely with clients to develop and implement a communications plan to align with the client's culture and initiatives. The communication campaign employs a variety of tools, including educational websites, videos, webinars, email campaigns, member guides, brochures, payroll stuffers, workplace posters and signage, etc. Our clients have access to comprehensive digital communications library 24/7.

Member education is a continual process at HealthEquity, rather than a one-time event. We provide communications, services, and support during pre-enrollment, open enrollment, and ongoing. This dedication to continuous member understanding increases program adoption and satisfaction. Educational focuses and methods vary throughout the member life cycle. We combine consumer incentives with relevant tutorials and communication pieces on our pre-enrollment site for convenient online access. Post-enrollment we continue education initiatives to ensure members maximize savings and benefits. We offer the following communication services:

- Online and printed enrollment tools, including open enrollment tool kits as well as pre- and post-enrollment promotional communications/guides
- Templates and design services for customized communication materials
- Claims email/text notifications to members for timely delivery of information, such as rejected card swipes, rejected claims, and indication of when claims were processed

Empowering members to thrive and save



FSA Administration

Flexible Spending Accounts (FSAs) offer a pre-tax benefit account allowing members to pay for eligible healthcare and dependent care expenses. Members decide how much to contribute to their FSA each year and funds are withdrawn automatically from each paycheck for deposit into their account before taxes are deducted.

We believe FSAs are beneficial for all working Americans, and with our decades of experience, we know education and ease of use lead to greater participation. For this reason, it is our goal to continually focus on educating members about the advantages of FSAs, resulting in increased levels of engagement.

Our full suite of FSAs includes healthcare, limited purpose, dependent-care, and post-deductible FSAs. With a common member web portal experience and member-friendly substantiation, our reimbursement account administration comes with the unmatched features below:

- On-demand access to account activity
- Quality plan document services (digital copy to client for distribution)
- Professional support for a variety of plan designs
- Flexible payment and reimbursement options including healthcare debit cards
- Discrimination testing
- Integrated, user-friendly payment platform
- Member support and education, 24/7
- Robust communications media gallery
- On-demand, real-time reporting for clients
- Convenient product extras, including mobile app (for iOS and Android devices)

Dependent Care FSA Administration

Dependent Care FSA (DCFSA) plans can be administered in addition to, or separate from, the FSA product. Funds allocated for member DCFSA through payroll can be used to pay for eligible dependent care expenses. The DCFSA plan can be selected by members who regularly pay for daycare, preschool, or other child, elder, or similar dependent care expenses. Members can make direct payment to providers or submit claims for reimbursement through the member portal or via our mobile app.



Limited Purpose FSA Administration

Limited Purpose FSAs (LPFSAs) can be used in conjunction with an HSA to pay for eligible expenses not covered by dental and vision plans. This allows members to contribute and use pre-tax dollars for eligible vision and dental expenses exclusively. While the focus of these accounts is very specific, they can help members save money with tax-advantaged contribution options. As is true of other FSA plans, LPFSAs operate under use it or lose it restrictions, meaning any funds in the account at the end of the plan year generally cannot be carried over to the next year. These plans can allow for either a grace period or carryover provisions, making the LPFSA an attractive option for members who have regular vision and dental expenses.



Use it or Lose it

FSAs are generally “use it or lose it” plans. This means the balance remaining in the FSA at the end of the plan year cannot be carried over to the next plan year. However, the plan can provide for either a grace period or a carryover if appropriate. Additionally, if an accountholder leaves a client or retires, unused funds may be forfeited by the member and returned to the client. For more details, please see IRS publication 969 or consult a tax advisor.

Carryover

Some plans allow up to \$500 of unused healthcare FSA funds remaining at the end of a plan year to be carried over to the next year.

FSA Reporting

Our comprehensive suite of standard online reports was designed to meet the accounting, payroll, and benefits management needs of our clients when managing healthcare and dependent care programs. Current and historical reports are available online, at any time, via our client portal, and are downloadable in Excel format. The following table outlines some of the key features of our reporting package:

Report Name	Description of Contents	Availability
Enrollment Report	List of members and pertinent account settings	On-demand
Invoice Report	List of members per plan type for each billing month	On-demand
Funding Report	Complete accounting of payments issued versus program funding deposits	On-demand
Account Activity Report	Plan year-to-date totals for all payments, posted account funding, and member account balances	On-demand
Contribution and Payments Report	Complete accounting of payments issued versus member funding deposits	On-demand
Healthcare Card Report	Summary of debit card information, including card status and amount of unverified card transactions per member	On-demand
Good Will Payments Report	Detailed information for payments made to the member without affecting the account balance, will be invoiced back to the program sponsor	On-demand
Unclaimed Checks Report	List of all uncashed member check payments returned to the program sponsor for escheatment	On-demand
Late Repayments Report	Summary of all late repayments processed during the specified date range	On-demand
Carryover Report	List of amounts carried over from previous plan year healthcare FSA to current plan year healthcare FSA	On-demand
Custom Contributions Report (if applicable)	List of all contribution records with employer-defined contribution labels	On-demand

Additionally, we deliver scheduled and year-end operational reviews, detailing contributions and withdrawals for each account. Report records are easy to sort. Each record contains eight-member reference fields, including last name, first name, member identification number, last four digits of Social Security number, benefit group code, payroll group code, company code, and location code.

FSA Features & Capabilities			
Feature	Capability	Client Benefit	Member Benefit
Payment Options	Healthcare Debit Card <ul style="list-style-type: none"> Works seamlessly with our platform 	<ul style="list-style-type: none"> Increased card activation Lower program noise Customizable rules and appearance 100% compliant with IRS regulations 	<ul style="list-style-type: none"> Access to funds at point of sale Swipe-and-go convenience No fees Additional cards for eligible dependents
	Pay My Provider <ul style="list-style-type: none"> Schedule one-time or recurring payments online 	<ul style="list-style-type: none"> Increased member satisfaction Lower program noise 	<ul style="list-style-type: none"> Convenience of online bill pay Easy FSA fund allocation
	Pay Me Back <ul style="list-style-type: none"> Online and traditional claims submission Claims processed in two business days All claims imaged and stored 	<ul style="list-style-type: none"> Increased member satisfaction Lower program noise 	<ul style="list-style-type: none"> Quick turnaround Toll-free fax submission Reimbursement by check or direct deposit
	Automatic Health Plan Claims <ul style="list-style-type: none"> Electronic claims submission via carrier claim files Direct member reimbursement 	<ul style="list-style-type: none"> Increased member satisfaction Lower program noise 	<ul style="list-style-type: none"> Reimbursement by check or direct deposit
File Enrollment	<ul style="list-style-type: none"> Customizable file enrollment and account setup Easy, anytime, anywhere access 	<ul style="list-style-type: none"> Convenience of paperless enrollment Instant reporting and measurement to promote increased participation 	<ul style="list-style-type: none"> Ease and convenience of electronic enrollment Easy access to open enrollment tools
Grace Period/ Carryover/ Run-Out	<ul style="list-style-type: none"> Multi-wallet capability Standard 90-day run-out Continuation of claims processing 	<ul style="list-style-type: none"> No extra charge, client-controlled lower FSA forfeiture One-, two-, or two and a half-month grace period option 	<ul style="list-style-type: none"> More time to use funds/submit claims Reduced forfeiture risk Convenience

FSA Features & Capabilities			
Feature	Capability	Client Benefit	Member Benefit
Third-Party Card Substantiation via Carrier File	<ul style="list-style-type: none"> Proprietary claim substantiation logic 	<ul style="list-style-type: none"> Reduced administrative burden Increased administrator and member satisfaction 	<ul style="list-style-type: none"> Healthcare expense paid via card are auto-substantiated via carrier file No need to send in receipts
Member Portal	<ul style="list-style-type: none"> Secure, multi-use and multi-plan, self-service account portal and administrative site 	<ul style="list-style-type: none"> Reduced administrative burden Increased member plan ownership 	<ul style="list-style-type: none"> Convenience Instant, secure access to account funds and information
Member Service	<ul style="list-style-type: none"> Available 24/7 24-hour live chat support 24-hour IVR 	<ul style="list-style-type: none"> Reduced administrative burden Increased member satisfaction 	<ul style="list-style-type: none"> Clear explanation of benefits Enrollment assistance Immediate issue resolution
Member Resource Center	<ul style="list-style-type: none"> Multi-plan and media, online benefits educational portal 	<ul style="list-style-type: none"> Reduced administrative burden Increased member participation and satisfaction 	<ul style="list-style-type: none"> Increased plan knowledge and confidence
Client Portal	<ul style="list-style-type: none"> Secure, multi-plan, online administrative portal Program reporting and reconciliation Secure file transfer 	<ul style="list-style-type: none"> 24/7 access to program information, comprehensive reporting, and a downloadable collateral and communications library 	<ul style="list-style-type: none"> Informed plan administrators
In-Plan Communications	<ul style="list-style-type: none"> Comprehensive welcome guides On-demand statement of activity Claims and event-driven email and text notifications/alerts 	<ul style="list-style-type: none"> Reduced administrative burden Increased administrator and member satisfaction 	<ul style="list-style-type: none"> Increased account visibility and control Convenience Account confidence

Fee Schedules

Service Fees			
Product Name	Fee Type	Fee	Description
FSA	Admin Fee	\$3.85 PPM	Per Participant Per Month
Non-Discrimination Testing Session - Standard Package	Additional Service Fee	\$0.00	Each non-discrimination testing session which includes: Section 125 Key Employee Concentration Test, Section 129 More Than 5% Owners Test (Dependent Care FSA) and Section 129 55% Average Benefits Test (Dependent Care FSA test). Up to three tests per year.
Plan Documents - Ongoing	Additional Service Fee	\$100.00	Administrative fees will apply for amended and restated Plan Document and Summary Plan Descriptions (SPD) per plan.
Plan Documents - Initial	Additional Service Fee	\$0.00	Administrative fees are waived for initial Plan Document and Summary Plan Description (SPD) (while employer is in implementation). Ongoing Plan Document and SPD service must be requested separately.
Implementation Fee	Implementation Fee	\$250.00	

FSA Service Fees

(Fees subject to change with appropriate advance notice)

FSA plan document and SPD	Included (One set)
Non-discrimination testing	One round standard testing per plan year included (additional rounds or enhanced testing \$600 per test)
Direct deposit or check reimbursement	Included
Debit card	Included
Online member account statements	Included
Electronic communications	Included
24/7 access to web portal	Included
Reporting via web	Included
24/7 call center support	Included
Paper communications collateral	Quote based on volume
Custom debit card options	\$2,000 setup fee for thermal logo on card
File conversion	\$150 per hour
Custom reporting	\$150 per hour
Single sign on (SAML 2.0)	Quoted per request
Incidental expenses	Quoted per request (e.g., printing, copying, postage for custom materials or non-standard mailings, retrieval of archived records, etc.)
5500 preparation and filing	The information required to complete Form 5500 is available upon request at no charge. We will also provide Form 5500 preparation services for an additional fee of \$150 per hour with a two-hour minimum

**The monthly PPPM fee for FSA, DCRA, and LPFSA will be bundled at a single monthly fee for accountholders who choose one or more of these options. Separate administration fees will only be charged to employees who elect a single reimbursement account.*

One partner. Total solution.



Let us take care of *everything*

15 West Scenic Pointe Drive
Draper, UT 84020
info@healthequity.com | www.HealthEquity.com

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NBR – 2

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin

Background: On August 10, 2021 the City Council adopted the Employee COVID-19 Policy, as adopted we did not recognize indoor athletic and recreation activities. Now that the recreational programs are moving back indoors for the fall and winter seasons we would like to amend the policy to allow the City Administrator to consider and grant exceptions based on proposed modifications to the policy to help facilitate each requestor's recreational or athletic activities.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City's Employee COVID-19 Policy be amended as provided for in the attached Policy.

Offered by: Finance and Personnel
Motion:
Second:

Approved: _____

Attest: _____

CITY OF BARABOO	<div style="text-align: right;">48 of 259</div> <div style="text-align: center;">POLICY TITLE: EMPLOYEE COVID-19 POLICY</div>	
TARGET AUDIENCE: City Employees	POLICY SOURCE: Administration Department	POLICY LOCATION: City Website, City Clerk
DATE APPROVED BY COUNCIL: 08-10-2021	DATE AMENDED BY COUNCIL:	ATTORNEY REVIEW: S. Zach, 8-10-2021

FACE COVERINGS

All City employees, including seasonal, temporary and paid-per-call employees (collectively “employees”), volunteers, elected and appointed officials, members of any City committee, commission or board, City contractors and vendors, and members of the public are required to properly wear face coverings while in City buildings facilities and vehicles. This includes cubicles, offices, conference rooms, elevators, stairwells, kitchenettes, bathrooms, hallways, and corridors. It does not cover rooms occupied by one person with the door closed or vehicles occupied by one person.

This requirement applies regardless of whether a person has received a COVID-19 vaccination.

The proper wearing of a face covering means:

- A surgical mask or a mask approved by the Department Head. Certain employees are required by the nature of their job to wear N-95 masks and will be advised of this requirement; and
- Is worn in a manner which completely covers a person’s mouth and nose.

Employees or members of the public who are unable to wear face coverings due to physical or mental health conditions or disability or because of a sincerely held religious belief should notify their Department Head. Member of the public who wish to enter a City building or facility with those restrictions or beliefs should similarly notify the City employee in charge of the building or facility upon entering that building or facility. This policy does not apply to children under age of two.

The City will have a supply of appropriate face coverings available for employees and members of the public doing business with the City. Employees may wear their own clean, work-appropriate face coverings which meet the above requirements.

Face coverings may be removed when eating, drinking, communicating with someone who is deaf or hard of hearing, and when communication cannot be achieved through other means, to confirm identity if requested, or if in an enclosed space where no other person is present.

Employees who refuse to comply with this directive may be subject to discipline up to and including termination.

Members of the public who refuse to follow this directive will not be permitted to enter the City building or facility or will be asked to leave the building or facility. The City will make reasonable arrangements to facilitate the conduct of City business with members of the public who do not comply with this directive.

An elected or appointed official and any member of a City committee who does not comply with this directive will be required to attend any properly noticed meeting of a City body or committee remotely. The City will facilitate such remote attendance and the member’s remote presence will qualify for quorum and per diem purposes.

The City Administrator shall have the authority to grant exceptions to this policy for the purposes of recreational or athletic activities using City-owned facilities. Groups seeking an exception shall submit a written request to the City Administrator, including the specific persons, timeframe, location, and activities involved. The City Administrator shall review, respond accordingly, and provide notice of any exception to relevant City staff.

Testing/Vaccinations

The City strongly encourages its employees, volunteers, elected officials, and committee members to receive an approved COVID-19 vaccination. At the time of the adoption of this policy, those vaccinations are two shots of Pfizer-BioNTech taken 21 days apart, two shots of Moderna vaccine taken 28 days apart, or one shot of the Johnson & Johnson's Janssen vaccine.

All employees, volunteers, elected officials, committee, commission or board members are required to provide the City with written documentation by August 16, 2021 that they have received an approved COVID-19 vaccination. An employee, volunteer, elected official, or committee member who does not provide the City with such written documentation will be considered unvaccinated for the purpose of this policy. Any employee, volunteer, elected official, or committee member who provides written documentation of full vaccination after August 16, 2021 shall thenceforth be considered vaccinated and eligible for the benefits outlined below.

The written documentation of vaccination status ("documentation") must be submitted to the City Clerk or her designee. The documentation for all individuals will be kept confidential in a segregated file marked "Confidential." The documentation will not become part of an employee's personnel file. Access to the documentation is restricted to the Clerk or designee, the City Administrator, the Mayor, the employee's Department Head, and any individual with an objective reason to know such information for the purpose of conducting City business.

An unvaccinated elected or appointed official and any member of a City committee, commission or board may attend any properly noticed meeting of a City body or committee remotely. The City will facilitate such remote attendance and the member's remote presence will qualify for quorum and per diem purposes.

COVID-19 Emergency Sick Leave

The City will provide regular part-time and full-time City employees **who have received the full dose of an approved COVID-19 vaccine**, up to eighty (80) hours of additional paid leave in the form of COVID Emergency Sick Leave to be used during the first fourteen calendar days by those employees who are unable to work (or telework). COVID Emergency Sick Leave shall be used due to the following reasons:

1. The employee tests positive for COVID-19;
2. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis or waiting for COVID test results; or
3. The employee has been advised by a medical provider, a Public Health Agency, or the City to quarantine due to, but limited to, the following: being determined to be a close contact of a positive individual or living in a household with a confirmed positive individual

The City may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA benefits to run concurrently where permitted. The

employee may also use his or her own paid leave. Employees wishing to utilize this leave are required to notify their Department Head immediately.

The City may at its sole discretion make modifications to this policy at any time including, but not limited to, termination of this policy. There is no carryover of unused COVID Emergency Sick Leave and any unused leave will be forfeited on the date this policy is terminated. The application of this leave program is not intended to provide cumulative benefits if future mandated paid-leave programs are imposed at either the State or Federal level.

Employees who are eligible to work from home will be required to work from home if medically possible. These work-from-home hours will be paid as regular hours and will not be counted toward this leave. When taking leave under this policy, employees are entitled to receive their regular rate of pay as compensation during a qualifying period of absence. Unless an employee is teleworking, COVID Emergency Sick leave for qualifying reasons must be taken in full-day increments and cannot be taken intermittently. Prior to returning to work, employee must meet the requirements set forth in the departmental return to work policy.

Regular part-time and full-time City employees **who have NOT received the COVID-19 vaccine are not eligible** for COVID-19 Emergency Sick Leave and will need to use their bank of accrued leave (sick, vacation, personal holiday, or compensatory time) for any absences due to the following:

1. The employee tests positive for COVID-19.
2. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis or waiting for COVID test results.
3. The employee has been advised by a medical provider, a Public Health Agency, or the City to quarantine due to, but limited to the following: being determined to be a close contact of a positive individual or living in a household with a confirmed positive individual.

Employees unable to receive the COVID-19 vaccine due to medical reasons or because of a sincerely held religious belief, practice, or observance, may request an exemption from this policy to receive the COVID Emergency Sick Leave. Exemptions or reasonable accommodations are not guaranteed. Personal or philosophical reasons for not getting vaccinated are insufficient, and requests of this nature will be denied. The City may verify an employee's medical exemption with their medical provider. Employees requesting an exemption understand that the City is not required to provide an exemption accommodation if doing so would pose a direct threat to the employee or other in the workplace or would create undue hardship for the City. Requests for an exemption should be submitted in writing to the City Administrator.

The COVID Emergency Sick Leave will be interpreted by the City Administrator, utilizing the regulations governing the Family First Coronavirus Recovery Act as a guide, and administered in his sole judgement.

Effective Date

This policy will be in effect as of 12:01 a.m. on Monday, August 16, 2021 and will remain in effect until rescinded by the Common Council. The provisions of the COVID-19 Emergency Sick Leave are not retroactive.

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin

Background: The five (5) outdoor warning sirens require annual maintenance. The request before you is to sign a five year contract with Emergency Communications Systems for the outdoor warning siren annual inspection and preventative maintenance. The price will remain at \$400 per siren for the five year period.

Fiscal Note: (☒ *one*) ☐ *Not Required* ☒ *Budgeted Expenditure* ☐ *Not Budgeted*
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Fire Chief or City Administrator is authorized to sign Agreement for Warning System Annual Inspection and Preventative Maintenance with Emergency Communication Systems.

Offered by: Finance

Motion:

Second:

Approved: _____

Attest: _____



Emergency Communication Systems

Safety First

W971 County Rd CE Kaukauna, WI 54130

www.emergencycommunicationsystems-ecs.com

Phone: (920) 585-4001

Email: Bill@Siren-Service.com

Agreement for Warning System Annual Inspection & Preventative Maintenance

Creating a contract between Emergency Communication Systems and our customers instills confidence in the communities that we serve, knowing the warning system equipment is being maintained, tested, and held to a high standard. Service contracts for our customers allows them to ensure proper maintenance is being done on their equipment for the agreed upon length of time, eliminating any need to further search for certified service vendors or additional quotes. Service contracts allow Emergency Communication Systems to keep up to date records of equipment, ensure proper operation to protect our communities when a threat arises, and provides us with regular checks to ensure the equipment we stand behind is operating at optimal performance.

The following Annual Inspection & Preventative Maintenance Agreement is between

EMERGENCY COMMUNICATION SYSTEMS _____

&

Baraboo _____

This agreement covers annual inspection and preventative maintenance only for sirens and controls. Sirens added to the system after the agreement will be included the year following installation unless discussed and agreed upon between the two parties.

Agreement Period: (Please select one)

1-year agreement ☐

3-year agreement ☐

5-year agreement ☐

Between 2022 & _____

Total number of sirens and associated controls:

Per site annual cost: \$

Total Annual Cost for this agreement: \$

Total Contract Cost for this agreement: \$

Please Note: If the 3 or 5 year agreement is chosen, invoicing will be sent annually after the work is completed.

Party:

EMERGENCY COMMUNICATION SYSTEMS

Printed Name:

Bill Van Dyn Hoven

Signature:

Bill Van Dyn Hoven

Signature Date: October 18, 2021

Party:

Printed Name:

Signature:

Signature Date: _____

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin

Background: In 1981, Alma Waite, a descendant of the circus wagon-building Moeller brothers, donated nearly three-quarters of a million dollars to the City to be used for qualifying events/projects within the community. Today, this money is administered by the City in a special account known as the “Alma Waite Fund.”

This year, the City received three (3) applications for funds for 2022. The applications have been reviewed by City staff and the staff confirms the applications meet the minimum eligibility requirements. The applications are as follows in no particular order:

1. Requesting \$ 6,000 – City of Baraboo Parks & Recreations - Oak Street Overlook (proposed Veteran’s Park) ADA access improvements
2. Requesting \$ 1,500 – Friends of Baraboo Park Challenge Park/new city playground
3. Requesting \$10,000 – Baraboo Concerts on the Square

Per City Code, the Finance/Personnel Committee is tasked with reviewing the applications and making a recommendation to Council regarding whether to grant the request(s) for funds. If the Council grants the request(s), the recipient(s) will be required to enter into a contract with the City stating, in part, that the money will be used as described in the application.

Please see the attached Alma Waite Report.

Fiscal Note: (check one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted

Comments Available funding for the 2022 budget is \$11,058. Total requests are \$17,500. A determination will need to be made on the awards.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the following applications for funds from the City’s Alma Waite Fund are approved for fiscal year 2022:

1. City of Baraboo Parks & Recreation – In the amount of: _____
2. Friends of Baraboo Park Challenge – In the amount of: _____
3. Baraboo Concerts on the Square – In the amount of: _____

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City as required by §27.01(2)(f) of the Baraboo Municipal Code.

Offered by: Finance Committee
Motion:
Second:

Approved: _____

Attest: _____
 City Clerk

Request for City Funds

Date of Application: September 15, 2021

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name Mike Hardy
2. Your Address & Phone #

<u>124 2nd Street</u>	<u>Baraboo</u>	<u>WI</u>	<u>53913</u>	<u>608-355-2760</u>
Number and Street	City	State	Zip Code	Phone Number
3. Name of Organization Making Request City of Baraboo Parks and Recreation Department
4. Type of Organization municipal government
5. Purpose of Organization Parks and recreation facility and programming administration
6. Name of Event/Project Organizer Mike Hardy
7. Organizer's Address & Phone #

<u>124 2nd Street</u>	<u>Baraboo</u>	<u>WI</u>	<u>53913</u>	<u>608-355-2760</u>
Number and Street	City	State	Zip Code	Phone Number
8. Title of Event/Project Oak Street Overlook (proposed Veteran's Park) ADA/access improvements
9. Date(s) of Event/Project Spring 2022
10. Purpose of Event/Project Improvement of sidewalk and overlook terrace at the Oak Street overlook site to make accessible
11. Location of Event/Project Oak Street Overlook (above Kiwanis Park/Baraboo River)
12. How will Funds be Used? To construct ADA accessible sidewalk and terrace to overlook area
13. Amount of Funding Requested \$6,000
14. Date Funds Are Needed 04/01/2022

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

As first priority, constructing ADA access/sidewalks to City park

2. What other funding sources are being used for this project?

Requesting additional \$17K in budget as well as future support from public and veteran's groups for memorial

3. How will the community benefit from the use of these funds on your event/project?

Access to park area overlooking river

4. Is this an annual event? ☐ Yes ☐ No If Yes, will you be applying for funds each year? ☐ Yes ☐ No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

1. What other funding sources are being used for this project?

2. Is this an annual event? ☐ Yes ☐ No If Yes, will you be applying for funds each year? ☐ Yes ☐ No

3. Additional comments you may wish to make about your event/project

FOR CITY OF BARABOO USE ONLY

☐ Event/Project Denied for Funding from any City source. Reason for denial: _____

☐ Event/Project Approved for Funding through Alma Waite

☐ Event/Project Approved for Funding through _____ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

Ostrander, Julie

From: Hardy, Michael
Sent: Wednesday, September 15, 2021 10:56 AM
To: Laux, Lori; Ostrander, Julie
Cc: Bradley, Casey; Nelson, Rob
Subject: Alma Waite request
Attachments: 2022 Oak Street overlook Alma Waite app..pdf

Attached is my request for Alma Waite funding for 2022. I'm requesting \$6,000 for the construction of ADA/accessibility improvements – sidewalks and terrace – at the Oak Street Overlook (upper Kiwanis Park) which overlooks the river, Kiwanis Park and Municipal Building areas. My goal for several years has been to work with the Legion and other veteran's groups to re-locate the existing war memorial from the Civic Center lawn to the overlook, and get a campaign to raise funds to build a better, updated memorial along with seating, flags, etc – which could be a cool view from below (seeing flags and an overlook from the Riverwalk, Broadway Bridge and municipal building) as well as providing a great place to view the river below and provide for a better/more modern veteran's memorial. The memorial itself would be a large capital campaign I would ask donors to completely fund, but the access (sidewalks) as well as the overlook terrace and safety wall/rails would be built by the City as part of this project. Benches could be donated as well similar to our Riverwalk bench donation program.

I can discuss this more at budget presentation. This has been presented to Parks Commission and they have approved of the plan to improve Oak Street overlook and look to veteran's groups for support, possibly changing the name of the overlook to "Veteran's Park" if these plans are supported...if Vets prefer to keep current location for memorial at Civic Center, we still would like to improve the overlook and provide safe public access for great views of the river below...

Mike Hardy, CPRP/CPSI, Director

ISA Certified Arborist-Municipal Specialist WI-0871AM
City of Baraboo Parks, Recreation & Forestry Dept.
 124 2nd Street
 Baraboo, WI 53913
 608-355-2760
www.cityofbaraboo.com/parksandrecreation

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name Gerald L. Stich
2. Your Address & Phone # 1211 Crestview Dr - Baraboo, WI 53913 356-1908
Number and Street City State Zip Code Phone Number
(C) 706-833-8405
3. Name of Organization Making Request Baraboo Concerts On The Square
4. Type of Organization Not Non-profit corporation
5. Purpose of Organization To provide cultural enrichment & summer entertainment to the citizens & seasonal visitors through a summer concert series in downtown Baraboo June through August
6. Name of Event/Project Organizer Gerald Stich Professor Emeritus
7. Organizer's Address & Phone # same as above
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Concerts On The Square
9. Date(s) of Event/Project Thurs June 9 through Aug. 25, 2022
10. Purpose of Event/Project Same as 5 above
11. Location of Event/Project Sauk County Courthouse Lawn - Ringling Theatre
12. How will Funds be Used? To support administrative cost, artist fees, liability insurance, printing, production costs
13. Amount of Funding Requested \$10,000
14. Date Funds Are Needed May 1st, 2022

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

- Describe why your request fits into the parameters described above. *As a second priority project these concepts benefit Baraboo citizens and are supported by contributions of industry, professional offices, businesses, service clubs, chamber of commerce, downtown Baraboo, and private individuals*
- What other funding sources are being used for this project? *see above*
- How will the community benefit from the use of these funds on your event/project? *COTS has become one of the unique benefits of living in small town mid-America. With the excellent support they receive these concerts continue to draw record numbers from throughout the greater Baraboo Area.*
- Is this an annual event? ☒ Yes ☐ No If Yes, will you be applying for funds each year? ☒ Yes ☐ No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

- What other funding sources are being used for this project? *see above #1*
- Is this an annual event? ☒ Yes ☐ No If Yes, will you be applying for funds each year? ☒ Yes ☐ No
- Additional comments you may wish to make about your event/project *We appreciate the support the city has given us in the past and only hope it will continue.*

FOR CITY OF BARABOO USE ONLY

- ☐ Event/Project Denied for Funding from any City source. Reason for denial: _____
- ☐ Event/Project Approved for Funding through Alma Waite
- ☐ Event/Project Approved for Funding through _____ (identify funding source)
- Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

Request for City Funds

Date of Application: _

60 of 259

4/12/21

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to read this application form completely before filling out the requested information.

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name Bekah Stelling
2. Your Address & Phone # 115 10th St. Baraboo WI 53913 608-354-3535
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request Friends of Baraboo Parks Inc.
4. Type of Organization Non-Profit
5. Purpose of Organization To aid in the betterment of Baraboo area parks
6. Name of Event/Project Organizer Challenge Park
7. Organizer's Address & Phone # 124 2nd St. #17 Baraboo, WI 53913 608-354-3133
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Challenge Park New City Playground
9. Date(s) of Event/Project Fall 2021
10. Purpose of Event/Project To give teens and adults a place to safely challenge their bodies and minds on equipment that is designed for them.
11. Location of Event/Project Ochsner Park
12. How will Funds be Used? To purchase the equipment for playground
13. Amount of Funding Requested 1500.00
14. Date Funds Are Needed Fall 2021 or after we can install more pieces as funds become available.

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

This project will benefit the citizens of Baraboo and has a matching funding of \$40,000 from a private donor.

2. What other funding sources are being used for this project?

Matching donation, applied for 2 other grants, general public fundraising & events.

3. How will the community benefit from the use of these funds on your event/project?

There is nothing like this currently in Baraboo and it will help give teens a safe space & adults an extra fitness challenge.

4. Is this an annual event? ☐ Yes ☒ No If Yes, will you be applying for funds each year? ☐ Yes ☐ No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

1. What other funding sources are being used for this project?

2. Is this an annual event? ☐ Yes ☐ No If Yes, will you be applying for funds each year? ☐ Yes ☒ No

3. Additional comments you may wish to make about your event/project

FOR CITY OF BARABOO USE ONLY

☐ Event/Project Denied for Funding from any City source. Reason for denial: _____

☐ Event/Project Approved for Funding through Alma Waite

☐ Event/Project Approved for Funding through _____ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

	2021			
Revenue:	Original Budget	Amended Budget	YTD	Projected Ending
Interest on Special Assessments	\$ 31	\$ 31	\$ 31	\$ 31
Interest on Investments, net of fees	15,225	15,225	6,170	11,805
Fund Balance Applied	-	-	-	-
Total Interest and FB Revenue	15,256	15,256	6,201	11,836
Special Assessments (non-spendable fund balance)	955	955	955	955
Total Revenues	\$ 16,211	\$ 16,211	\$ 7,156	\$ 12,791

Expenditures:	Original Budget	Amended Budget	YTD	Projected Ending
Required:				
25% Annual Interest Earnings	\$ 3,814	\$ 3,814	\$ 1,550	\$ 2,959
Special assessments returned to restricted fund balance	955	955	955	955
Total Required expenditures	4,769	4,769	2,505	3,914

Prior Year:				
P1 - Ochsner Park Zoo_Sidewalk & Fence 2021	4,000	4,000	-	2,500
P2A - Concerts on the Square_2021	1,706	1,706	-	1,706
P2B - Al. Ringling Theatre Friends (Live on Stage Event) 2021	1,500	1,500	-	1,500
P2B - Baraboo Acts Coalition_Equitable Community Efforts 2021	1,706	1,706	-	1,706
Total New Requests	\$ 8,912	\$ 8,912	\$ -	\$ 7,412
Total Expenditures	\$ 13,681	\$ 13,681	\$ 2,505	\$ 11,326

Change in Expendable Fund Balance	1,465.00
Expendable Fund Balance, Beginning of Year	9,593.08
Expendable Fund Balance, Ending of Year (What's Available for 2021)	\$ 11,058.08

2022 Requests	
P1 - Oak Street Overlook - Sidewalk related	6,000.00
P2A - Concerts on the Square_2022	10,000.00
P2A - Friends of the Baraboo Parks, New Ochsner Challenge Park	1,500.00

Total 2022 Requests	\$ 17,500.00
Amount (Over) Under What's Available	\$ (6,442.00) Reduce

Anticipated Expendable Fund Balance:	2021 Projected	2022 Budget
Expendable Fund Balance, beginning of year	\$ 9,593	\$ 11,058
Change in Expendable Fund Balance	1,465	(17,500) Reduce
Expendable Fund Balance, ending of year	\$ 11,058	\$ (6,442)

Anticipated Non-Expendable Fund Balance:	Projected	Budget
Non-expendable fund balance, beginning of year	\$ 1,189,572	\$ 1,192,531
Change in non-expendable fund balance	2,959	1,638
Non-expendable fund balance, ending of year	\$ 1,192,531	\$ 1,194,169

RESOLUTION NO. 2021 -

Dated: October 26, 2021

The City of Baraboo, Wisconsin**Background:**

Tender 8 is a mobile water supply apparatus. It is scheduled to be replaced in 2022 and \$400,000 was budgeted in the 2022 Fire Department Capital budget. Additionally, the funds are available in the Fire Department Capital Equipment Fund.

I received prices from Pierce Mfg. and Marion Body Works. Prices from both manufacturers are below the 2022 Capital Budget amount of \$400,000.00.

I am requesting to sign a contract with Marion Body Works for a new Freightliner 3000 Gallon Mobile Water Supply Apparatus to avoid any potential increase in prices for the chassis, components or other parts for this new apparatus. Payment for the new apparatus would not be due until after January 1, 2022.

Fiscal Note: (☒ one) ☐ Not Required ☒ 2022 Budgeted Expenditure ☐ Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Fire Chief is authorized to expend up to \$400,000 on a Freightliner/Marion Mobile Water Supply Apparatus(Tender) as budgeted in 2022 Fire Department Capital Budget, and

THAT the Fire Department Equipment Replacement Fund has the capacity to support this purchase, and

THAT the Fire Chief is authorized to sign a purchase agreement with Marion Body Works.

THAT all other bids or quotes are rejected.

Offered by: Finance

Motion:

Second:

Approved: _____

Attest: _____



A Tradition of Quality. Since 1905

EMERGENCY VEHICLE PROPOSAL

October 11th , 2021

**TO: Baraboo Fire Department
135 4th Street
Baraboo, WI 53913**

Dear Chief Stieve:

Thank you for the opportunity to quote this fire apparatus and equipment for you and your department. Marion has been building extruded aluminum fire apparatus since 1964. We are the oldest manufacturer of extruded built fire apparatus in the industry. We hope that you find our proposal to be the best long term value for your money.

The undersigned is prepared to build for you, the apparatus and equipment herein named in the specifications, with the intent to have an order placed by you for final acceptance by Marion Body Works Inc., at its home office in Marion, WI.

DESCRIPTION OF APPARATUS AND EQUIPMENT

Freightliner 114SD chassis, L9 450hp Cummins Motor, 1,000gpm Waterous CXPA pto pump and a 3,000 gallon poly water tank, with an extruded aluminum body featuring a Whelen LED lighting package and equipment per the proposed specifications.

TOTAL \$399,932.00

Three Hundred Ninety-Nine Thousand, Nine Hundred Thirty-Two Dollars
(Total price, F.O.B. Marion, WI with State, Federal, FET or Local Taxes Not Included)

COMPLETION

Delivery of said apparatus and equipment shall be delivered to you within {360-390} calendar days after Marion's receipt of your order. This estimate assumes timely approval by you of the Marion detailed submittal, timely receipt of the chassis, and no events /beyond the reasonable control of Marion.

PAYMENT TERMS 100% PREPAYcharges

A 100% pre-pay discount of \$6,000.00 has been applied to the proposal price. In addition, Marion Body Works is offering this discount which full payment can be delayed until January 2022 with no additional charges to you providing a contract is signed in October of 2021. As our letter states, vendors are continuing to face shortages, price increases, and surcharges. This will allow you to order the apparatus without these additional charges.





A Tradition of Quality. Since 1905

SHOW DISCOUNT

Marion Body Works is offering a show discount of \$2,500.00 if we can display your new fire apparatus at the Wisconsin Fire Fighters Convention in March of 2023. The discount is already included in the proposal price.

STANDARD WARRANTIES

Two year warranty
10 Year **non-prorated** paint warranty
7 year electrical warranty
10 year stainless steel plumbing warranty
20 year body structural warranty

SERVICE CENTER

Emergency Vehicle Services, LLC is the authorized sales and service center for Wisconsin for Marion Body Works Inc. located in Marion, WI.

LENGTH OF THIS PROPOSAL

This proposal is good for 18 calendar days from its date.

EMERGENCY VEHICLE SERVICES, LLC

By Todd M. Bellurte



October 8th 2021

Committee Members:

This letter is meant to inform you that Marion is seeing significant price increases from our vendors and chassis suppliers. Marion is committed to trying to hold our body pricing at this time. However, we would encourage your department to act quickly as we have been advised that there are substantial price increases, not to mention lack of availability, of chassis and component parts that might negatively affect your bid. Marion is trying to do our due diligence to communicate information that would best serve your department during this time.

Looking forward to working with you and your department.

Cal Kanowitz
Fire and Emergency Sales
Customized To Drive Greatness

NBO - 1

The City of Baraboo, Wisconsin

Background: At their meeting on August 30th, 2021, the Public Safety Committee considered requests to restrict parking on the east side of Draper Street immediately south of Algonquin Drive and on the south side of 2nd Street immediate west of Rosaline Drive. To improve visibility for traffic approaching the through street of these two 3-way intersections, the Committee recommended extending the parking restriction beyond the statutory restriction of 15 feet from the near limits of a crosswalk.

The Committee unanimously recommended that the Common Council approve these changes.

Fiscal Note: (check one) ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted** **Comments:**

An Ordinance revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the east side of Draper Street extending south of Algonquin from the intersection to a point 35 feet south of the crosswalk.

No Parking Any Time on the south side of 2nd Street extending west of the intersection of Rosaline Street to a point 50 feet west of the crosswalk.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:

No Parking Any Time on the east side of Draper Street extending south of Algonquin from the intersection to a point 35 feet south of the crosswalk.

No Parking Any Time on the south side of 2nd Street extending west of the intersection of Rosaline Street to a point 50 feet west of the crosswalk.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the 9th day of November 2021 and is recorded on page _____ of volume _____.

City Clerk: _____